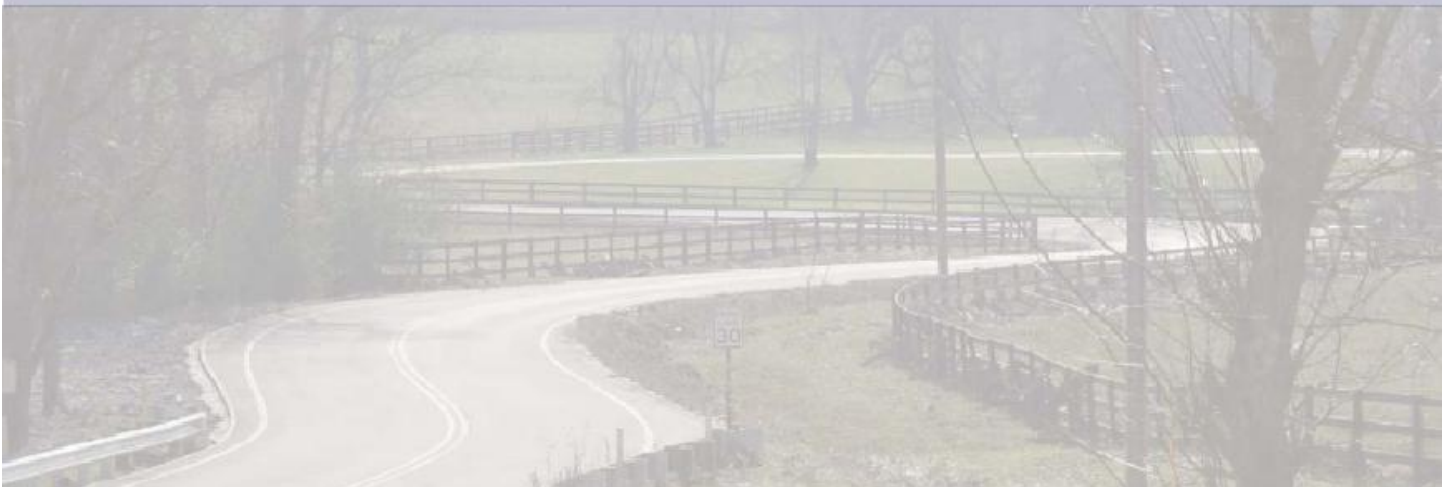




HISTORIC  
**FRANKLIN**  
TENNESSEE

# *Planning and Zoning* **Administrative** **Manual**



# Franklin Planning and Zoning Administrative Manual

## **Purpose and Acknowledgements**

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This manual has been developed to connect the *Land Use Plan* and *Zoning Ordinance* to the day-to-day efforts of applicants and property owners carrying out the future plans for Franklin. We hope this administrative manual will provide guidance in the use of the city's community development documents, consolidate information on development review and permitting processes, and help applicants understand development review processes and requirements. The manual is structured to provide easy access to the specific information needed about a particular planning document, review body, or procedure. Please contact the Department of Planning and Sustainability with questions or comments about this manual at (615) 791-3212.

### **City of Franklin, Tennessee**

The City of Franklin Board of Mayor and Aldermen  
The City of Franklin Municipal Planning Commission

### **Franklin Department of Planning and Sustainability**



**4<sup>th</sup> Edition**  
**Effective January 1, 2010**

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# Part 1: Introduction

The Franklin, Tennessee *Zoning Ordinance*, effective July 1, 2008, was adopted to implement the 2004 Franklin *Land Use Plan*, and to provide a comprehensive overhaul to the previous *Zoning Ordinance*, which was adopted in April 1991. The *Land Use Plan* is a policy document developed by our community to guide growth in a manner that will accomplish the highest quality of life for the citizens of Franklin by striving for constant improvement of the built environment and the conservation of natural and historic resources.

The Franklin *Land Use Plan* was developed over a two-year period, which included approximately 100 public meetings. It establishes policy for growth and development, while zoning is the main implementation tool for that policy. To make this important step from policy to law, the 2008, Franklin *Zoning Ordinance* includes concepts such as:

- Updated design criteria;
- Refined district uses and design standards to reinforce Franklin's nine distinct neighborhoods ("Character Areas" as described in the plan);
- Development standards that reinforce the two distinct development pattern of Franklin (its traditional/urban side and its conventional/suburban side);
- Improved environmental protections (hillside, tree canopy); and
- Better integration of transportation goals through improved land use control.
- Clear and predicable process and standards



Some of the most important features from the 1991 ordinance, such as the Planned Unit Development (PUD) process, have been retained, but most of the review procedures have been revised to afford more input and dialog earlier in the development process.

The development of the new *Zoning Ordinance* for a community with the size, growth rate, active stakeholders, and complexity of Franklin was no easy task. This is evidenced by the three years and over 30 public meetings needed to produce the document. The Franklin Municipal Planning Commission, Board of Mayor and Aldermen, concerned stakeholders, and staff involved in this process should be commended for their efforts. Cities are organic and constantly changing.

The city's *Land Use Plan*, *Subdivision Regulations*, and *Zoning Ordinance* must change with them. As such, changes to these documents are likely to occur numerous times in a given year as Franklin evolves to address changing social, economic, technological, and environmental forces. Therefore, please check with the Department of Planning and Sustainability periodically throughout the year to receive the most up-to-date versions of this document, as well as the *Land-use Plan*, the *Zoning Ordinance*, and the *Subdivision Regulations*.



# How to Use This Manual

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This manual is a compilation of information, suggestions, and guidance related to land development and building in the City of Franklin. The intent is to provide insight into the various procedures associated with the development review process. It is our hope that landowners, developers, design professionals, contractors and others involved in the land development process will find this information helpful in their efforts to develop in the City of Franklin and enhance the community's quality of life.

This manual is composed of five main parts:

- **Part 1: Introduction:** This section of the manual.
- **Part 2: Community Development Documents at a Glance:** Applicants who are new to the development review process in the city should take the time to become familiar with the documents described in this part of the manual. These are the policy guidance and official regulatory documents controlling development submittals in the city.
- **Part 3: Review Bodies:** The information in this part sets out the review bodies responsible for review and decision on each of the various submittal types. In addition, the section provides an organizational structure of the city government and additional details about contacting and working with each of the review bodies.
- **Part 4: Permitting and Review Procedures:** This part provides the detailed information on each of the city's primary development review procedures, including a general description, discussion of the specific review process, aspects all applicants should know about a particular review procedure, and submittal requirements. In addition to information on each specific review procedure, the section includes details on steps, policies, and submittal requirements common to each of the individual review processes.
- **Part 5: Appendices:** Additional information, including agency contacts, review schedules, fees, and application forms is included in this last part of the manual.

Applicants are reminded this manual does not serve as a substitute for any of the City of Franklin's adopted ordinances and is intended only as a guide to the users of the City of Franklin *Zoning Ordinance*. In case of conflict between this document and other city ordinances, the adopted city ordinances shall control.

A digital version of this manual, along with additional information on city policies, processes, contact information, and frequently asked questions is available online at the Department of Planning and Sustainability's webpage at <http://www.franklintn.gov/planning/>.



# Part 2: Community Development Documents at a Glance

## Applicable Community Development Documents

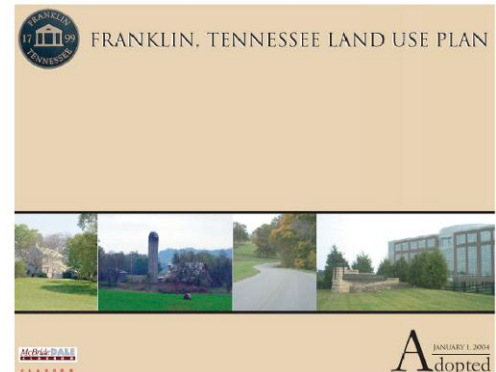
Development review in Franklin is based on policy guidance and regulations found in a variety of community development documents. These documents and their on-line locations are identified in the table below. Summaries of the documents that provide the most valuable guidance for land development and building in the City of Franklin are found on the following pages.

DOCUMENT NAME	ONLINE LOCATION	RESPONSIBLE DEPARTMENT
<b>COMMUNITY DEVELOPMENT DOCUMENTS</b>		
Franklin <i>Land Use Plan</i>	<a href="http://www.franklinton.gov/planning/regulations_and_maps.html">http://www.franklinton.gov/planning/regulations_and_maps.html</a>	Department of Planning and Sustainability (615) 791-3212
Central Franklin Area Plan		
Franklin <i>Zoning Ordinance</i>		
Historic Preservation Guidelines		
<i>Subdivision Regulations</i>	<a href="http://www.franklinton.gov/planning/regulations_and_maps.html">http://www.franklinton.gov/planning/regulations_and_maps.html</a>	Department of Planning and Sustainability or Municipal Information Technology Department (615) 550-6654
Zoning Maps	<a href="http://www.franklinton.gov/planning/regulations_and_maps.html">http://www.franklinton.gov/planning/regulations_and_maps.html</a>	
Franklin Transportation and Street Technical Standards	<a href="http://www.franklinton.gov/pdf/Street%20Specs.pdf">http://www.franklinton.gov/pdf/Street%20Specs.pdf</a>	Engineering Department (615) 791-3218
<b>OTHER USEFUL DOCUMENTS</b>		
Franklin Municipal Code	<a href="http://www.franklinton.gov/administration/municode.html">http://www.franklinton.gov/administration/municode.html</a>	Administrative Offices (615) 791-3217
Franklin Major Thoroughfare Plan	<a href="http://www.franklinton.gov/pdf/mt_final.pdf">http://www.franklinton.gov/pdf/mt_final.pdf</a>	Engineering Department (615) 791-3218
Local Street Plan	<a href="http://www.franklinton.gov/engineering/index.html">http://www.franklinton.gov/engineering/index.html</a>	
Water and Sewer Specifications	<a href="http://www.franklinton.gov/pdf/SewerRegs.pdf">http://www.franklinton.gov/pdf/SewerRegs.pdf</a>	
Bicycle & Pedestrian Plan	<a href="http://www.franklinton.gov/engineering/bppu.html">http://www.franklinton.gov/engineering/bppu.html</a>	
Stormwater Management Ordinance	<a href="http://www.franklinton.gov/pdf/swmord.pdf">http://www.franklinton.gov/pdf/swmord.pdf</a>	
Stormwater Best Management Practices Manual	<a href="http://www.franklinton.gov/engineering/bpm.html">http://www.franklinton.gov/engineering/bpm.html</a>	
Franklin Intelligent Transportation System (ITS) Plan Amendment	<a href="http://www.ftnashville.org/web/mpo/ITS/nashregarch.pdf">http://www.ftnashville.org/web/mpo/ITS/nashregarch.pdf</a>	
Franklin Congestion Management Program	<a href="http://www.franklinton.gov/pdf/CMP%20Approved%Amend.pdf">http://www.franklinton.gov/pdf/CMP%20Approved%Amend.pdf</a>	

# Franklin *Land Use Plan* (FLUP)

The Franklin *Land Use Plan* (FLUP) is a general guide to the city's policies and objectives for its own long range growth and evolution. The FLUP was adopted in January 2004, following a 20-year period of intense development where the city's population almost tripled. While the economic growth was viewed positively, other aspects of rapid growth were not seen as a positive - including the increase in traffic congestion and loss of green space. The FLUP identifies several guiding principles that define the plan recommendations and provide a foundation for decision-making related to land use and growth. The key guiding principles include:

- Directing new development to areas within the urban growth boundary to minimize the negative impacts of sprawling development;
- Emphasizing the design of new development rather than focusing on density;
- Protecting sensitive natural features, including the Harpeth River, and developing tools for natural resource protection that support neighborhood character;
- Supporting growth consistent with existing infrastructure to encourage infill development and contiguous development;
- Attracting technology-related and regional businesses at interstate interchanges;
- Preserving noted historic features - especially the downtown and other identified properties such as the Meeting of the Waters;
- Fostering walkable new neighborhoods and pedestrian connections between neighborhoods;
- Identifying and improving the appearance of entry gateways; and
- Providing a diverse mix of housing and high-quality affordable housing.



In addition to the guiding principles, the FLUP also divides the city and urban growth boundary into nine “character areas.” Within each area, the plan identifies the existing character of the area and recommendations for future land uses and development patterns. The Central Franklin Character Area is also subject to the recommendations of the Central Franklin Area Plan, which is described on the following page.



Map of Character Areas in Franklin Land Use Plan

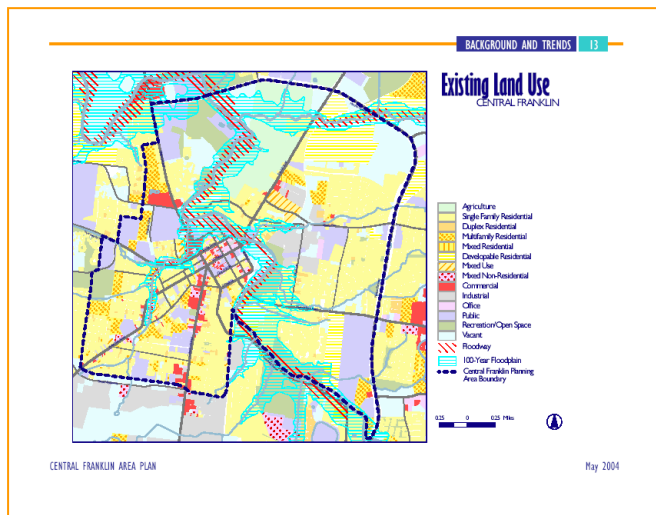
In addition to information on character areas, the FLUP includes recommendations for a network of greenways, pedestrian trails, and transportation corridors to help weave the community together.

While it is representative of citizen's desire, and is adopted by the Franklin Municipal Planning Commission, the FLUP is intended only as a guide to the city's goals and policies – it does not carry the force of law. City requirements (such as those found in the Zoning map or *Zoning Ordinance*) are generally expected to be in conformity with the FLUP, but there is no legal requirement for substantial conformity between the FLUP and other regulatory documents. A copy of the FLUP is available on the City of Franklin's website at [www.franklintn.gov/planning/regulations\\_and\\_maps.html](http://www.franklintn.gov/planning/regulations_and_maps.html).



## Central Franklin Area Plan (CFAP)

The Central Franklin Area Plan (CFAP) is a small area plan adopted in May of 2004. The purpose of this plan is to synthesize and update policies presented in the Franklin *Land Use Plan* (2004), Historic Preservation Plan (2001), Downtown Franklin Retail Strategy (2001), and Parking Study (1998) as they relate to the downtown core and surrounding neighborhoods. Some of the key issues addressed in the plan include residential infill, gateways and corridors, battlefield preservation, enhancement of the Harpeth River, and small-town identity.

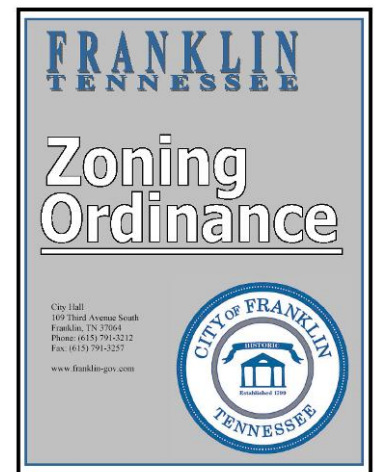


Each of these issues includes related “priority actions” or steps the city needs to take to implement the goals of the plan. Development located within the Central Franklin Character Area is subject to the plan guidance in this document, as it serves as an extension of the Franklin *Land Use Plan*. A copy of the CFAP is available on the City of Franklin’s website at

[www.franklintn.gov/planning/regulations\\_and\\_maps.html](http://www.franklintn.gov/planning/regulations_and_maps.html).

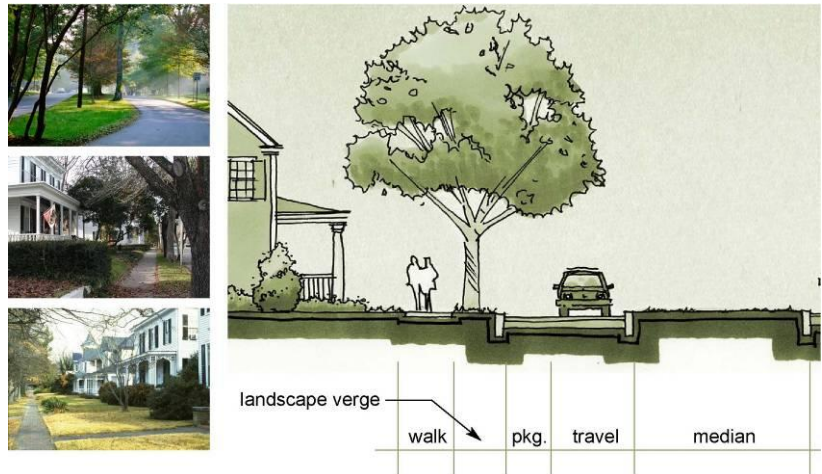
## Franklin Zoning Ordinance (2008)

In October 2007, the City of Franklin adopted a new *Zoning Ordinance* (July 1, 2008, effective date). The new ordinance includes modern development standards, implements the Franklin *Land Use Plan* and related policies, and incorporates standards found in a variety of other documents such as the Franklin Design Standards and the Columbia Avenue Design Standards. The *Zoning Ordinance* sets out the types of uses allowed within each zoning district as well as the review process used to approve proposed development. The revised ordinance completely reorganizes the development regulations with a consolidated section of administrative review responsibilities and procedures, a single chapter to address the districts and uses, and an updated chapter of development standards. The ordinance establishes nine character area overlay districts that coincide with the character areas found in the Franklin *Land Use Plan*. The chapter covering development standards addresses a significant number of issues ranging from building design to mobility and connectivity. Natural resource protection is reinforced throughout the ordinance with regulations related to tree protection, landscaping, open space, and environmental protection. The ordinance establishes three mixed-use districts, a planned unit development review process, and a series of “design concepts” that specify the



standards and criteria for development of traditional neighborhoods, hamlets, conservation subdivisions, and other design forms described in the *Land Use Plan*. In addition, the ordinance establishes a wide range of new development standards intended to raise the bar for development quality.

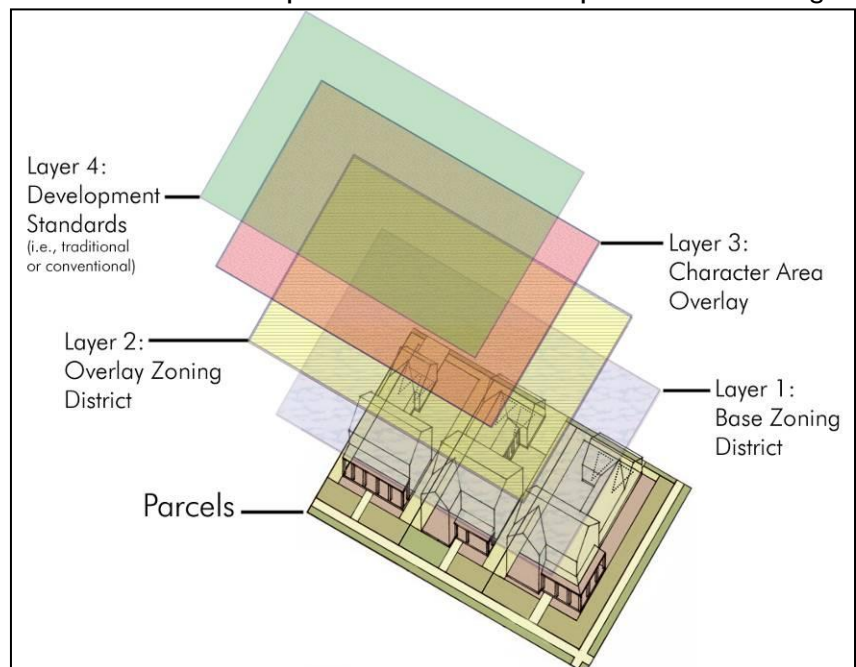
This administrative manual is intended to be a “user’s guide” to the *Zoning Ordinance*, but is not intended as a substitute or replacement for the standards in the ordinance. The *Zoning Ordinance* contains the official codified version of the development review procedures and review criteria. A copy of the ordinance is available on the City of Franklin’s website at [www.franklinton.gov/planning/regulations\\_and\\_maps.html](http://www.franklinton.gov/planning/regulations_and_maps.html).



## Franklin Zoning Maps

The Official Zoning Map of Franklin, Tennessee, is adopted as part of the *Zoning Ordinance* (2008). The Zoning Map consists of a group of maps that as a whole set out where uses are allowed or prohibited, and geographically depicts how the traditional and conventional development standards in Chapter 5 of the *Zoning Ordinance* are applied. The image below demonstrates how the zoning district requirements shown on the official Zoning Map and development standards established in Chapter 5 of the *Zoning Ordinance* are applied to a hypothetical lot. The diagram is divided into four main layers:

- Base zoning districts (depicted in blue),
- Overlay zoning districts (depicted in yellow),
- Character area overlay districts (depicted in red), and
- Traditional or conventional development standards (depicted in green).



Base zoning districts (depicted in blue) are the residential and nonresidential zoning districts defined by density, general location, and use. As their name suggests, these regulations are the minimum or base set of standards that shall apply for the zoning district where located. Base zoning district designations establish the permitted uses for a lot.

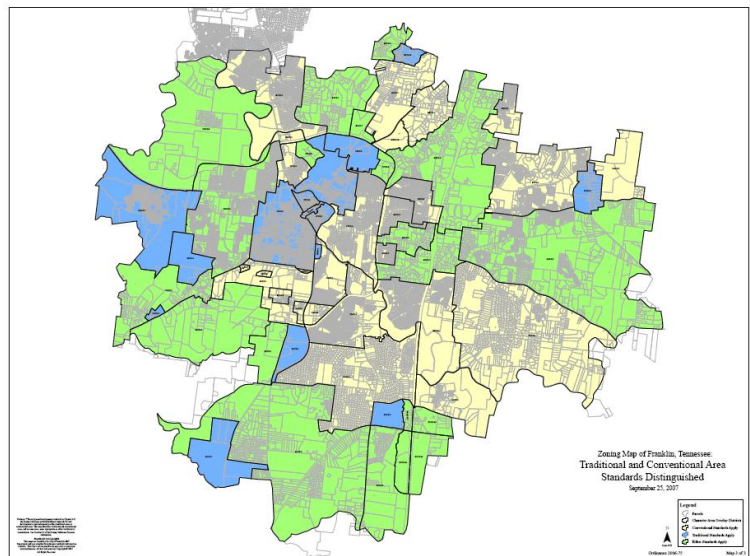
Overlay zoning districts (depicted in yellow) include standards that apply in addition to or supersede the applicable base district standards. For example, the Hillside/Hillcrest Overlay District applies standards to lots

on hillside areas or on land with steep slopes in addition to the standards of the applicable base zoning district. The Height Overlay District is an example where overlay district standards (e.g., maximum height) can supersede the base district standards. Maximum building height on lots within the Height Overlay District can exceed the maximum building heights permitted outside the Height Overlay District. The Columbia Avenue Overlay District includes a variety of detailed standards addressing building design, building placement, parking, and access that supersede similar development standards in the *Zoning Ordinance*.

The character area overlay districts (depicted in red) correspond to the character areas in the FLUP and have different purposes that range from rural preservation to economic development and residential compatibility. All of these districts are further divided into sub-districts or special areas to provide more targeted regulations at a finer scale. (Section 3.5 of the *Zoning Ordinance* sets out the standards for lots within each character area or character area sub-district.) The character area standards help to “set the tone” of a particular area by establishing the types of allowable uses, the general relationship of buildings to one another via setbacks and dimensional requirements, and any special design considerations necessary to protect and maintain local character. All development submittals should take the character area overlay district standards into consideration early in the development process.



The development standards address aspects like parking, landscape, building and site design, exterior lighting, fencing, and similar features. In many cases, the *Zoning Ordinance* applies different development standards based upon a lot's location within a conventional or traditional portion (depicted in green on the Zoning Map) of the city. For example, building setbacks are reduced in traditional areas as compared to conventional areas. Off-street surface parking is prohibited between a building and the street in traditional areas, while limited surface parking is allowed between a building and the street in conventional areas. The total amount of open space set-aside is lower in traditional areas than in conventional areas. In general, conventional areas are more suburban while traditional areas have more urban characteristics including pedestrian connectivity, mixed-uses, and higher densities. Applicants should contact the Department of Planning and Sustainability or Department of Building and Neighborhood Services (Zoning Administrator) with questions about applicable district provisions. In some areas, new development may take advantage of either set of standards.



The traditional or conventional standards portion of the zoning map shows where traditional or conventional standards apply. Traditional areas are shown in blue, conventional areas are shown in yellow, and both traditional and conventional standards apply to the green areas in the above map.

Copies of the Zoning Map are available on the City of Franklin's website at [www.franklinton.gov/planning/regulations and maps.html](http://www.franklinton.gov/planning/regulations_and_maps.html).



## ***Subdivision Regulations of the City of Franklin***

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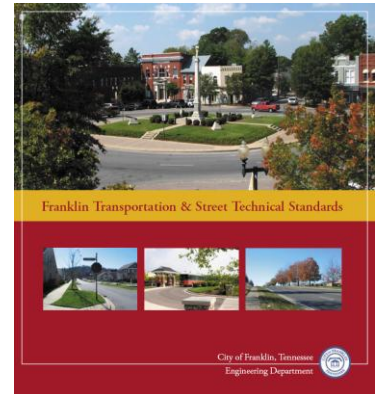
The City of Franklin *Subdivision Regulations* seek to provide for the harmonious development of the city; to secure a coordinated layout and adequate provision for traffic; and to secure adequate provision for light, air, recreation, transportation, water, drainage, sewerage and other facilities. The overarching concern of the regulations is to protect the health, safety, and welfare of all stakeholders within the city. A copy of these regulations is available on the City of Franklin's website at

[www.franklinton.gov/planning/regulations\\_and\\_maps.html](http://www.franklinton.gov/planning/regulations_and_maps.html).

## **Franklin Transportation and Street Technical Standards**

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The Franklin Transportation and Street Technical Standards document is a comprehensive guide to designing new and modified streets within the city. These standards will create better streets throughout the City of Franklin, reflect the best aspects of the built environment, and provide more capacity and safe and comfortable travel for motorists, pedestrians, bicyclists, and transit riders. A copy of these standards is available on the City of Franklin's website at [www.franklinton.gov/pdf/Street%20Specs.pdf](http://www.franklinton.gov/pdf/Street%20Specs.pdf).



# Part 3: Reviewing Agencies

## Review Responsibilities

The city relies on a number of elected and appointed officials to guide city staff in the implementation of adopted city regulations. The following summary table is adapted from the one found in the *Zoning Ordinance*, and sets out the review responsibilities for each of the different boards and commissions described in the ordinance.

SUMMARY OF THE ROLES OF DECISION-MAKING BODIES									
H = Hearing (Public Hearing Required) M = Meeting (Public Meeting Required) R = Recommendations (Responsible for Review and a Recommendation in Specified Circumstances)					D = Decision (Responsible for Final Decision) A = Appeal (Authority to Hear/Decide Appeals)				
Procedure	BOMA	FMPC	BZA	HZC	DRT	Dept. of Planning & Sustainability	Dept. of Building & Neighborhood Services	Engineering Dept.	Fire Dept.
Zoning Ordinance Text Amendment	H-D	M-R		R	R	R			
Zoning Map Amendment (Rezoning)	H-D	M-R		R	R	R			
PUD – Concept Plan	H-D	M-R		R	R	R			
PUD – Regulating Plan		M-D		R	R	R			
Site Plan Review		M-D A [1]		R	R	R-D [2]			
Land Use Plan Amendment		M-D			R	R			
Subdivision – Preliminary Plat		M-D			R	R			
Subdivision – Final Plat		M-D			R	R			
Variance			M-D			R	R		
Appeal of Administrative Decision			A-M-D						
Performance Agreements		D-A [3]				D [2]		R	
Stormwater Management Permit								D	
Tree Removal Permit						R	R-D		
Certificates of Appropriateness				M-D		R			
Sign Permit				R [4]			D		
Building Permit							D		R
Grading and Erosion Control Permit								D	
Certificate of Occupancy							D		
NOTES: [1] The FMPC shall be responsible for appeals from administratively reviewed Site Plans and approval of certain Site Plans. [2] The Department of Planning and Sustainability has been delegated the authority to administratively review and approve certain Site Plans and Performance Agreements. [3] The FMPC has the authority to review Performance Agreements that have been in place for a certain duration and to call Performance Agreements. [4] The HZC shall review and approve signage within the Historic Preservation Overlay.									
BOMA = Board of Mayor and Aldermen FMPC = Franklin Municipal Planning Commission BZA = Board of Zoning Appeals					HZC = Historic Zoning Commission DRT = Department Review Team				



# Boards and Commissions

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The following sections provide additional detail on each of the review bodies described in the table on the previous pages. Information about meeting times and locations is provided but is subject to change. Please check with the City of Franklin Administrative Offices at (615) 791-3217 to confirm date, time, and location of meetings.



## The Franklin Board of Mayor and Aldermen (BOMA)

The Franklin Board of Mayor and Aldermen (BOMA) is the city's governing body that consists of a mayor and eight Aldermen. The BOMA serves as the primary legislative body of the city by enacting ordinances and serving on one or more committees. The BOMA also decides on submittals for Planned Unit Developments (PUDs) and makes amendments to the *Zoning Ordinance* text or Maps. Additionally, members of the BOMA participate in various advisory committees. Information regarding these committees can be found at <http://www.franklinton.gov/administration/committees.html>.

Every two years the citizens of Franklin elect either the mayor and four at-large aldermen, or the four ward aldermen. Aldermen serve staggered, four-year terms. The BOMA typically meets on the second and fourth Tuesday of the month in the City Hall Board Room.

## The Franklin Municipal Planning Commission (FMPC)

The Franklin Municipal Planning Commission (FMPC) is a governmental body comprised of nine members, with most appointed by the Mayor and at least one member representing the BOMA. The FMPC directly advises the BOMA regarding changes in the *Zoning Ordinance* or Zoning map, submittals for PUDs, Site Plans, Performance Agreements, and projects by other governmental agencies. The FMPC is the primary planning body for the city, and has taken on the role of the review and updating of the *Land Use Plan*. The FMPC typically meet on the fourth Thursday of each month at 7:00 pm in the City Hall Board Room, with meetings in November and December held on the third Thursday of the month.

## The Franklin Board of Zoning Appeals (BZA)

The Franklin Board of Zoning Appeals (BZA) provides a forum for hearing disputes when an applicant encounters select difficulties in meeting the strict application of the *Zoning Ordinance*. An administrative review is performed when it is alleged by an individual that there has been an error made by an administrative official in enforcing the *Zoning Ordinance*. The BZA is also responsible for making decisions on Variances when an applicant requires relief from "hardship" as described in Section 2.2.4 of the *Zoning Ordinance*. The BZA consists of five members, including a chairperson. Members are appointed by the Mayor and serve staggered, five-year terms. The BZA typically meets on the first Thursday of each month at 6:00 pm in the City Hall Board Room.

## The Franklin Historic Zoning Commission (HZC)

The Franklin Historic Zoning Commission (HZC) is responsible for the designation and protection of the local historic districts and properties within those districts. The HZC establishes design standards and makes recommendations to the FMPC and BOMA on the implantation of those regulations as established in the *Zoning Ordinance*. Properties within the Historic Preservation Overlay (HPO) District are reviewed for exterior compatibility with neighborhood architecture, setbacks, and bulk, and may be granted a Certificate of Appropriateness from the HZC. Properties within the HPO that require Site Plan review will also be subject to review by the HZC. The HZC meets on the second Monday of the month at 5:00 pm.



If an applicant chooses to participate, the HZC's Design Review Committee (DRC) is available to provide non-binding feedback on a submittal in advance to any action by the HZC. The DRC typically meets on the second Tuesday of the month.

## The Franklin Departmental Review Team (DRT)

The Franklin Departmental Review Team (DRT) was formally established in the 2008 *Zoning Ordinance*. The DRT is comprised of representatives from several different city departments and is responsible for reviewing



and providing recommendations to the Department of Planning and Sustainability on submittals related to PUDs, Site Plans, subdivisions, text amendments, rezonings, and *Land Use Plan* amendments. The DRT provides an opportunity for comprehensive and integrated review of development submittals from several disciplines. Pre-application conferences are held with certain members of the DRT. The DRT meets regularly two times during each plan review cycle (See Appendix C for more details on plan review cycles.).

## The Franklin Tree Commission

Although not included in the decision-making table on page 3-2, the Franklin Tree Commission is responsible for maintaining the list of recommended tree plantings utilized in landscaping, streetscape, screening, and other tree-related provisions in the *Zoning Ordinance* (See Appendix E for more information on recommended plant species.). It is responsible for collection and disbursement of the tree bank (funds collected from developers paying a fee in-lieu of planting replacement trees). This commission also plans Arbor Day and other public information events for the community. The Franklin Tree Commission consists of seven members, appointed by the BOMA. One member of the commission is a member of BOMA.

# Department Review of Development Standards

While the Department of Planning and Sustainability and Department of Building and Neighborhood Services have the primary responsibility of administering and enforcing the *Zoning Ordinance*, other departments are often consulted on for the review of certain standards. The table below illustrates the major categories of zoning and design standards within the *Zoning Ordinance* and the city departments typically involved in the review of those standards as applied to various development applications and processes. This table provides general information on departmental review and is not a complete listing of all standards. Additionally, some departments not listed as a reviewing department may be consulted on a case-by-case basis.

SUMMARY OF DEPARTMENT REVIEW RESPONSIBILITIES FOR MAJOR DEVELOPMENT STANDARDS						
X = Typical Reviewing Department						
Development Standard	Sections	Planning	Building and Neighborhood Services	Parks	Fire	Public Works [1]
Base Zone District and Character Area Overlay District Compliance	Sections 3.2, 3.3, and 3.4	X	X			
Historic Preservation Overlay [2]	Section 3.4.2	X				
Neighborhood Conservation Overlay District	Section 3.4.3	X	X			
Floodway and Floodway Fringe Overlay Districts	Sections 3.4.4 and 3.4.5	X	X			X
Height Overlay District	Section 3.4.6	X	X		X	
Columbia Avenue Overlay District	Section 3.4.7	X	X			
Hillside/Hillcrest Overlay District	Section 3.4.8	X				X
Accessory Uses	Section 4.1		X			
Temporary Uses	Section 4.2		X			
Nonconformities	Section 4.3	X	X			
Tree Protection	Section 5.2	X	X	X		X
General Building and Site Design Standards	Sections 5.3.1 to 5.3.6	X	X		X	X
Site Design Standards for Hamlets, Conservation Subdivisions, TNDs, and TODs	Sections 5.3.7 to 5.3.10	X			X	X
Landscape, Buffers, and Screening	Section 5.4	X	X			
Open Space Standards	Section 5.6	X		X		
Fences and Walls	Section 5.6	X	X			X
Protection of Historic Lands and Structures	Section 5.7	X				
Environmental Protection Standards	Section 5.8	X				X
Off-Street Parking and Loading	Section 5.9	X	X			X
Mobility and Circulation	Section 5.10	X	X			X
Exterior Lighting	Section 5.11	X	X			
Signs	Section 5.12	X	X			X
Underground Utilities	Section 5.13	X				X
Notes:						
[1] Public Works includes the Engineering, Water, Streets, and Solid Waste Departments.						
[2] Signs are subject to review under the HPO District guidelines.						



# Part 4: Review Procedures

This section of the administrative manual is a guide to the various permitting and review procedures used in the City of Franklin's *Zoning Ordinance* and *Subdivision Regulations*. As stated earlier, the purpose of this manual is to outline the steps in the procedures and provide general background and information on each individual procedure. This section is not a substitute for the specific procedures set forth in the various applicable ordinances. Cross-references are provided to direct applicants to the appropriate regulations that specifically define the procedure, review process, review criteria, and other applicable regulations. The actual *Zoning Ordinance* and *Subdivision Regulations* are available in the Department of Planning and Sustainability offices in City Hall (109 Third Avenue South) or online at [www.franklintn.gov/planning/regulations\\_and\\_maps.html](http://www.franklintn.gov/planning/regulations_and_maps.html).



This part of the manual summarizes the following procedures and provides useful information when considering a submittal for each of the following procedures:

- Land Use Plan Amendments
- Zoning Ordinance Text and Map Amendments
- Planned Unit Development (PUD) Process
- Subdivisions
- Site Plan Review
- Certificate of Appropriateness (COA) for Historic Preservation
- Variances
- Appeal of Administrative Decisions
- Stormwater Management Permits
- Tree Removal Permits
- Grading and Erosion Control Permits
- Sign Permits
- Building Permits
- Performance Agreements
- Temporary Use Permits
- Certificates of Occupancy
- Inspections



There are also sections that explain the process associated with inspections and the review of landscape plans that are common to development review but are not necessarily called out as a specific review procedure in the *Zoning Ordinance* or *Subdivision Regulations*. Additionally, as described below, Section 2.3 (Common Steps in the Development Review Process) of the *Zoning Ordinance* describes elements of the review process that are common to each of the above major review procedure types. Applicants should be aware that all

procedures and requirements described in the “Common Steps” portion of this manual and the ordinance will need to be addressed in addition to any submittal-specific requirements or procedures.

## Common Information on Development Review Processes

The following subsections outline common information applicable to all or most of the review procedures outlined in this document. Additional information may be found in Section 2.3 of the *Zoning Ordinance*.

### Authority to File Applications

Only the owner(s) of property subject to an application, or their authorized agent, have the authority to file applications under the *Zoning Ordinance*. The only exceptions to this requirement are for *Land Use Plan Amendments* and *Zoning Ordinance Text or Map Amendments*, where a property owner, their agent, BOMA, or FMPC may initiate an application. Regardless of who files an application, the materials must indicate a primary contact person for the application, along with the contact’s telephone number, fax number, mailing address, and e-mail address. To avoid confusion, official communication with an applicant by the city is limited to the designated contact person.

#### Common Information Detailed in this Section:

- Authority to File Applications
- Fees and Submittal Requirements
- Application Completeness Determination
- Mailed and Published Notice Requirements
- Registration to Receive Notices
- Application Review/Staff Comment
- Current Information from the City
- Process Flow Chart Legend

### Fees and Submittal Requirements

- The City of Franklin has established a schedule of fees in the Municipal Code and these fees are summarized in Appendix D of this manual.
- City staff can only initiate review and processing of an application once an applicant submits the required fee and staff confirms that the application includes all the required submittal requirements.
- Fees are not refundable except in instances where the Department of Planning and Sustainability determines that an application was accepted in error or in cases where the fee paid exceeds the actual fee required. In the case of the latter, the Department of Planning and Sustainability will refund the amount of overpayment to the applicant.





## Application Completeness Determination

Following formal application for any development review type, city staff will conduct a completeness review. Applications will be deemed complete only when they:

- Include all submittal requirements for the particular submittal type described in this manual;
- A copy of the pre-application form filled out by staff (See Appendix B.); and
- Include sufficient information to allow the staff and other review bodies to evaluate the proposal's compliance with the city requirements.

Applicants submitting incomplete applications shall be notified of the missing components in writing. Failure to submit a complete application shall result in application withdrawal and forfeiture of application fees.

## Mailed and Published Notice Requirements

- Certain review procedures require published and written notice for public meetings and public hearings as identified in the “Things to Know” section for each procedure in this document.
- The city is responsible for preparing published notices. These notices are published in local papers before a meeting or hearing or as required by the ordinance.
- When mailed notices are required, applicants are responsible for fulfilling the written notice requirements, including notice for registered neighborhood organizations (See Appendix B for Affidavit of Public Notice Provision.).
- At a minimum, all notices need to include the following information:
  - Address or location of the property subject to the submittal;
  - A brief description of the property (e.g., legal description, nearby streets and intersections);
  - Date, time, and location of the public meeting or hearing;
  - Nature, scope, and purpose of submittal;
  - Information on where the public can view the application and where they may be heard; and
  - Information on where the public can submit written comments.
- For a Rezoning (Zoning Map Amendment) and for a PUD Concept Plan Review, the Department of Planning and Sustainability will post a notification sign on or near the subject property prior to the FMPC public meeting and the BOMA public hearing.



### Criteria for Determination of Completeness:

- Application form complete
- Fee included
- Minimum number of copies provided
- Submitted within review schedule timeframe
- Ownership information complete
- All required preliminary steps completed
- All necessary supporting information included
- Attestation of correctness by applicant
- Sufficient information for the city to determine compliance with all requirements

## Registration to Receive Notices

- The City of Franklin offers any neighborhood organization the opportunity to register with the Department of Planning and Sustainability to receive notices certain applications and meetings.
- To receive notices, a neighborhood organization is required to register with the Department of Planning and Sustainability using the form in Appendix B and pay the required fee.
- Once registered, the neighborhood organization will receive notices until January 1 on even numbered years at which point they will be required to re-register with the Department of Planning and Sustainability.
- Anyone may also request to receive e-mail notification of certain meetings. For more information on e-mail notification, see <http://franklintn.gov/planning>.



## Plan Review

Plan review for Administrative or Planning Commission items follows the Franklin Municipal Planning Commission Meeting and Deadlines Schedule, which is included in Appendix C of this manual. The following provides a brief overview of the plan review process in the City of Franklin:

### ***Initial Submittal***

Initial submittals of plans and plats, including electronic copies, shall be delivered to the Department of Planning and Sustainability for processing. Following the completeness determination and provision of any required public notice, City Staff will conduct a review of all formal application materials in accordance with the review processes described in this manual. The applicant shall be provided with a “checkprint” which contains a red-line mark-up of the plan or plat with notation for the necessary revisions for the submittal to be in compliance with city standards. Checkprints shall be accompanied by a checklist relevant to the plan type under review, in most situations. Checklists for all plan types are located in Appendix F of this manual. Applicants shall be responsible for obtaining these checkprints and making revisions to plans, as necessary.

### ***Resubmittal***

Following revisions and corrections to the submittal, materials shall be resubmitted in the same quantity and configuration as the original submittal. City Staff then reviews the resubmitted plan or plat in order to prepare the Administrative or Planning Commission Staff Report, which contains a recommendation and conditions of approval. Conditions of approval are divided into two categories: Conditions and Technical Conditions. A condition refers to a deficiency on the submittal that relates to a city standards that is either not yet satisfied or is unclear as to how the standard is met. A technical condition relates to a minor issue, such as labeling.

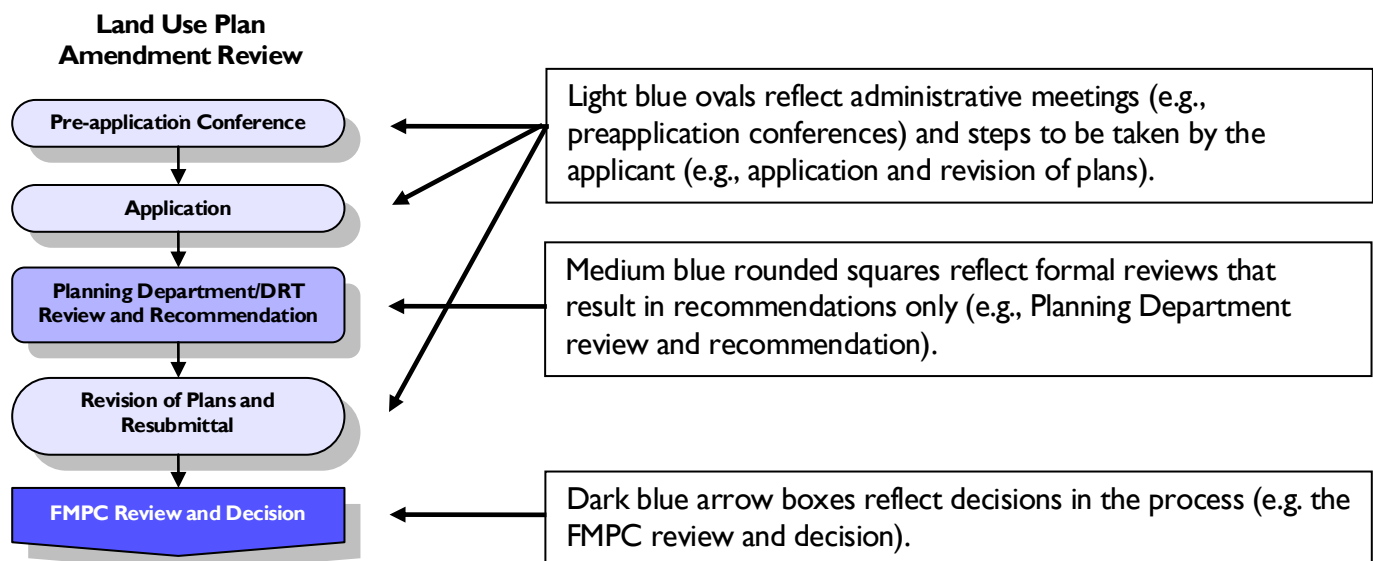
## Current Information from the City

The most recent checklists, application forms, deadlines, meeting schedules, documents, and similar information, can be found at on the city's webpage. Before submitting a new project, it is the responsibility of applicants to verify they have the latest information. The latest version of this manual and the associated submittal requirements can be obtained on the webpage or in the Department of Planning and Sustainability offices. Other city departments may have additional information valuable to applicants, citizens, or stakeholders on the department's website. Please refer to [www.franklintn.gov](http://www.franklintn.gov) for more information.



## Flow Charts

Flow charts are provided for each of the review and permitting procedures on the following pages to help illustrate the applicable review process. The flow charts include different colors and chart shapes for each step depending on if the step is administrative in nature, involves an internal review and recommendation, or involves a formal review and decision. Below is an example flow chart for the *Land Use Plan* amendment review to illustrate the formatting of all the flow charts.



# Plan Meetings and Pre-application Conferences

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Pre-application conferences are required prior to most submittals discussed in this manual. For some review procedures, applicants may be required to attend preliminary concept meetings or Plan Meetings prior to the pre-application conferences with staff. Requests for Plan Meetings or pre-application conferences must

## Pre-application Conferences Required for:

- Land Use Plan Amendments \*
- Zoning Ordinance Text and Map Amendments \*
- Concept Plans\*
- Regulating Plans
- Preliminary Plats
- Final Plats
- Site Plans

\* Plan Meeting Also Required

be initiated by an applicant, who is required to provide all submittal information as established in this manual. Applicants may be required to document meeting minutes from Plan Meetings and pre-application conferences and provide a copy of the minutes to the Department of Planning and Sustainability in conjunction with the next step in the process (unless an alternative timeframe is agreed to during the meeting). While the conferences and meetings may be required, they are informal in nature and are not binding on the city, nor do they constitute official assurances or representations by the city or its officials regarding any aspect of the plan or submittal. The Department of Planning and Sustainability may waive a required Plan Meeting or pre-application conference when it determines there is no need for the meeting (such as when a proposed project will have only minimal impacts on surrounding neighborhoods, on any environmental protection efforts, or on city infrastructure).

## Plan Meetings

The purpose of the Plan Meeting is to allow the applicant to discuss an initial idea or concept with the Department of Planning and Sustainability (and other departments as appropriate) with minimal plans or details. The intent of these meetings is to provide guidance to an applicant and determine conformance with the *Franklin Land Use Plan* before the applicant has invested in the preparation of detailed plans. Plan Meetings are required for Rezoning and PUD submittals and may involve multiple meetings with staff prior to the pre-application conference to determine if the project is consistent with the *Land Use Plan*.

## Pre-application Conferences

The purpose of the pre-application conference is to provide the applicant an opportunity to meet with the City Staff to discuss general site conditions, city expectations, review procedures, and process steps, prior to the finalization of such plans. Pre-application conferences are required for *Land Use Plan* Amendments, Rezonings (Zoning Map Amendments), PUD submittals, Preliminary Plats, and Site Plans. In general, the amount of detail on pre-application conference submittals increases with the complexity of the type of project being proposed. Applicants are encouraged to contact a planner in the Department of Planning and Sustainability to receive detailed information on scheduling a pre-application conference. Pre-application conferences, typically held on Tuesdays and Thursdays, shall be held at least one week prior to the submittal deadline in order to applicants to incorporate feedback from City Staff into the development plans.

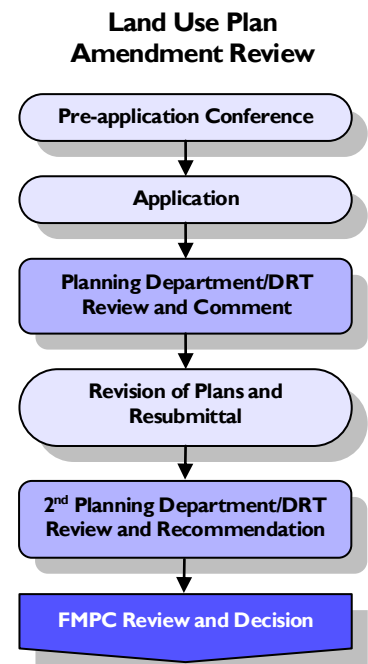
# Land Use Plan Amendments

## General Description

As part of the modernization of the Franklin *Zoning Ordinance* described earlier, the ordinance update also included the implementation of significant recommendations from the Franklin *Land Use Plan* that created a direct correlation between the two documents. While the 2008 ordinance does include numerous recommendations and guidelines from the plan, it does not eliminate the need for flexibility when working with a planning document that has a long-range planning horizon. To enhance the flexibility of the plan and to ensure that the plan and ordinance work “hand-in-hand” over the long-term, it became clear that the city needed to develop a procedure for amending the *Land Use Plan*. Furthermore, by incorporating this amendment procedure into the *Zoning Ordinance*, the city was able to formally establish a review procedure and appropriate review criteria. This ensures a higher level of predictability in the review of *Land Use Plan* Amendment submittals. It also provides the city an opportunity to evaluate the impact any amendment of the *Land Use Plan* will have on the *Zoning Ordinance*.

## The Review Process

1. Applicants are required to meet with the Department of Planning and Sustainability for a pre-application conference.
2. Following the pre-application conference, the applicant may submit a formal application to amend the *Land Use Plan* in accordance with Section 2.3 and Subsection 2.4.4 of the *Zoning Ordinance*.
3. The Department of Planning and Sustainability and the DRT will review the submittal and provide comments to the applicant.
4. Following revision and re-submission of the submittal, the Department of Planning and Sustainability shall review the revised submittal, prepare a staff report, and make a recommendation to the FMPC.
5. The FMPC will hold a public meeting to review and discuss the *Land Use Plan* Amendment and will make a decision in accordance with the ordinance, legal requirements, and the FMPC’s By-laws. Multiple meetings may be required by the FMPC to discuss the policy implication of the proposed amendment and to solicit input from the public.



## Things to Know About *Land Use Plan* Amendments

- Detailed information on the *Land Use Plan* Amendment procedure and review criteria is established in Subsection 2.4.4 of the *Zoning Ordinance*.
- This procedure shall apply to text and map amendments to the FLUP or any adopted special area plans including the CFAP.
- Potential applicants are strongly encouraged to meet with the Department of Planning and Sustainability prior to formally requesting a pre-application conference to discuss the proposed amendment.



- Per the FMPC By-laws, requests for amendments to the FLUP shall only be placed on the agenda to be considered at the regular meetings in February, June, and October, and shall not be heard any other time of the year. Applications for FLUP amendments may only be submitted during the review cycles associated with each of these three months.
- Formal applications must be submitted within 120 days of the pre-application conference.
- Rezoning, *Zoning Ordinance* text amendments, and PUDs should be consistent with the *Land Use Plan* and therefore, any proposed development that is inconsistent with the recommendation of the plan may need a *Land Use Plan Amendment*.
- There are no written notice requirements for *Land Use Plan* Amendments, however, applicants are strongly encouraged to provide public notice of the application to registered neighborhood organizations (See Subsection 2.3.8(7) of the *Zoning Ordinance*.) to solicit public input on a proposed *Land Use Plan* amendment. Failure to notify shall not stop or delay the review process, however, lack of notice to organizations may be just cause for denial of the application.

## Submittal Requirements

The table below includes the requirements for *Land Use Plan* Amendments:

<b>LAND USE PLAN AMENDMENT SUBMITTAL REQUIREMENTS</b> (Submittals should include 10 copies of the listed items)		
<b>A. General Information</b>		
1	Application form and fee submitted to the Department of Planning and Sustainability	
2	Minutes from pre-application conference and preliminary concept meeting (if applicable)	
3	The project name and the city's project identification number on each page (assigned following initial submittal)	
4	All information determined to be necessary by the Department of Planning and Sustainability	
<b>B. Description and Justification</b>		
5	Description of how existing conditions have changed, thereby making the <i>Land Use Plan</i> Amendment valid	
6	Description of how the proposed amendment will be consistent with the desired land use patterns for the area	
7	Description of any associated text changes to the <i>Land Use Plan</i> or special area policies, including the proposed text and image revisions or additions for the <i>Land Use Plan</i>	
8	Description of how the proposed amendment furthers the objectives of the FLUP, including the guiding principles, character area, special area, and design concepts (if applicable)	
9	Description of how the proposed amendment will support the growth management policies of the FLUP	
<b>C. Submittals Associated with a FLUP Map Amendment</b>		
10	Description of the land use character in the character area overlay where amendment is proposed	
11	Description of how proposed amendment will be compatible with the character area and any other special areas where amendment is proposed	
12	Vicinity Map of area where amendment is proposed (See Appendix F.)	
13	Physical Features Map where amendment is proposed (See Appendix F.)	
14	Existing Conditions Map where amendment is proposed (See Appendix F.)	

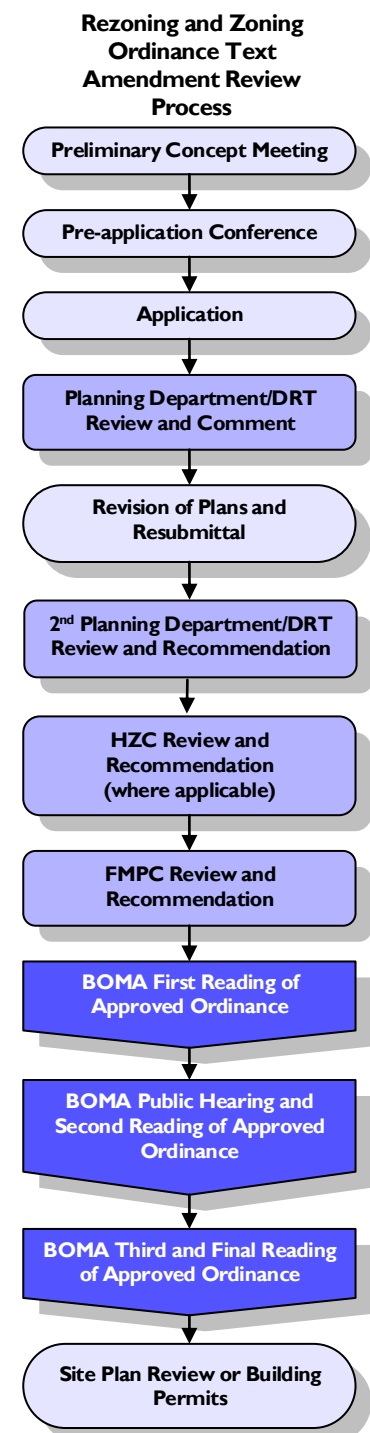
# Rezoning and Zoning Ordinance Text Amendments

## General Description

The Rezoning and *Zoning Ordinance* Text Amendment process allows for the review of proposed modifications either to the Zoning Maps or to the text of the *Zoning Ordinance*.

## The Review Process

1. Applicants are required to meet with the Department of Planning and Sustainability for a preliminary concept meeting.
2. Following the preliminary concept meeting, applicants are required to meet with the Department of Planning and Sustainability for a pre-application conference within 90 days.
3. Following the pre-application conference, the applicant may provide public notice and submit a formal application to amend the Zoning Map or zoning text in accordance with Section 2.3 and Subsection 2.4.1 of the *Zoning Ordinance* within 120 days.
4. The Department of Planning and Sustainability and the DRT will review the submittal and provide comments to the applicant.
5. Following revision and re-submission of the submittal, the Department of Planning and Sustainability shall review the revised submittal, prepare a staff report, and make a recommendation to the FMPC.
6. If the amendment is related to historic preservation or a historic district, the HZC will review the submittal and make a recommendation to the FMPC.
7. The FMPC will hold a public meeting to review and discuss the Zoning Map or text amendment and will make a recommendation to the BOMA in accordance with the ordinance, legal requirements, and the FMPC By-laws.
8. The BOMA will review the submittal and will make a decision, in the form of a first reading of an ordinance. If BOMA votes to deny the proposed amendment during the first reading of the ordinance, the application will not move forward to the public hearing or second reading. The applicant may resubmit a new application in accordance with this review procedure.
9. If BOMA approves the amendment or approves with conditions on the first reading, the BOMA will then hold a public hearing and second reading to allow both proponents and opponents of the submittal an opportunity to comment on the proposed project.
10. Following the public hearing and second reading of the ordinance, the BOMA will hold a third reading of the ordinance. Upon approval of the third reading, the amendment is considered to be effective unless



otherwise stated in the approved ordinance.

## Things to Know About Rezoning and *Zoning Ordinance* Text Amendments

- Detailed information on the Rezoning and *Zoning Ordinance* Text Amendment procedure and review criteria is established in Subsection 2.4.I of the *Zoning Ordinance*.
- Rezoning and zoning text amendments should be consistent with the *Land Use Plan* and therefore, any proposed development that is inconsistent with the *Land Use Plan* may need a *Land Use Plan* Amendment.
- Published notices shall be provided by the city in accordance with state law.
- For rezonings of a total area of less than two acres, written notice shall be provided to all property owners within 100 feet of the subject property in accordance with Section 2.38 of the *Zoning Ordinance*.
- For rezonings of a total area of two acres or more, written notice shall be provided to all property owners within 500 feet of the subject property and to all registered neighborhood organizations in accordance with Section 2.3.8 of the *Zoning Ordinance*.
- Any diagrams, sketches, or plans that comprise the submittal to amend the Zoning Map, which is not part of a PUD application, shall bear a statement indicating that the diagram, sketch, or plan is for illustrative purposes only and is not intended to be part of a formal application or approval.

### Submittal Requirements & Checklists are included in Appendix F of this document.

Contact the Department of Planning and Sustainability for the latest version of the Checklist for the different plan types.

# Planned Unit Developments (PUD)

## General Description

The PUD process is a review procedure intended to encourage innovative land planning and design, and avoid the monotony often associated with large developments. It is a process based on increased flexibility in the zoning regulations with the expectation of a high quality, sensitively designed development.

An applicant may choose to initiate a PUD process for a project of any size, but the PUD review process is mandatory for any development that requests a Modifications of Standards, is a complex development, or has the potential for large impacts to neighborhoods and/or infrastructure or service delivery. See Table 4-15 for specific triggers for the PUD process.

## The Review Process

The PUD review process is divided into two major phases. The first phase is the approval of the Concept Plan that identifies land uses, density, and intensity of development, public facilities, transportation, and infrastructure provisions, open space, and other major development issues. The second phase is the approval of a Regulating Plan (See additional information on Concept Plans and Regulating Plans in the following sections.) that demonstrates compliance with an approved Concept Plan and the *Zoning Ordinance*. All PUD applications shall be subject to a neighborhood meeting requirement, as well as a requirement for a conceptual project workshop with the BOMA and FMPC unless these meetings are waived by the Department of Planning and Sustainability. The following subsections outline the procedures for neighborhood meetings, conceptual project workshops and the Concept Plan/Regulating Plan Review process.

### **Preliminary Concept Meeting & Pre-application Conference**

1. Applicants are required to meet with the Department of Planning and Sustainability for a preliminary concept meeting.
2. Following the preliminary concept meeting, applicants are required to meet with the Department of Planning and Sustainability for a pre-application conference within 90 days.
3. Following the pre-application conference, the applicant is required to facilitate a neighborhood meeting, unless waived in accordance with the ordinance.

### **Conceptual Plan Workshop**

4. Following the preliminary concept meeting, pre-application conference, a conceptual project workshop shall be scheduled as a non-voting item on the FMPC meeting agenda, unless waived in accordance with the ordinance.
5. The applicant shall present the proposed project, in an informal setting, to a joint BOMA/FMPC conceptual plan workshop.
6. Public notice of the conceptual project workshop shall be provided in accordance with Subsection 2.3.8 of the

#### **Conceptual Project Workshop Digital Presentation Contents**

**Slide 1: Vicinity Map/Project Attributes** (size, density, uses)

**Slide 2: Physical Features Map**

**Slide 3: Existing Conditions Map**

**Slide 4: Circulation System** – street network, sidewalks, trails

**Slide 5: Project Map**

**Slide 6: Open Space/Parkland** – Location of active and passive areas

**Slide 7: Phasing/Infrastructure** – development sequence and order of public improvement installation

**Slide 8: Preapplication Conference** – concerns raised at conference and changes made based on the meeting

## Zoning Ordinance.

7. Applicants should prepare a digital presentation suitable for display during the workshop. The presentation should be limited to a maximum of nine distinct slides, and should address the elements described in the sidebar titled “Conceptual Project Workshop Digital Presentation Contents” in the order listed (See Appendix F for detail on map components.).

### Waiver of Required Meetings

The Planning Department may waive requirement for a neighborhood meeting or Joint FMPC/BOMA Conceptual Project Workshop if the Planning Department determines the proposal will have a limited impact on the neighborhood, environmental protection efforts, or infrastructure; however, such meetings cannot be waived if the proposal contains any of the following elements:

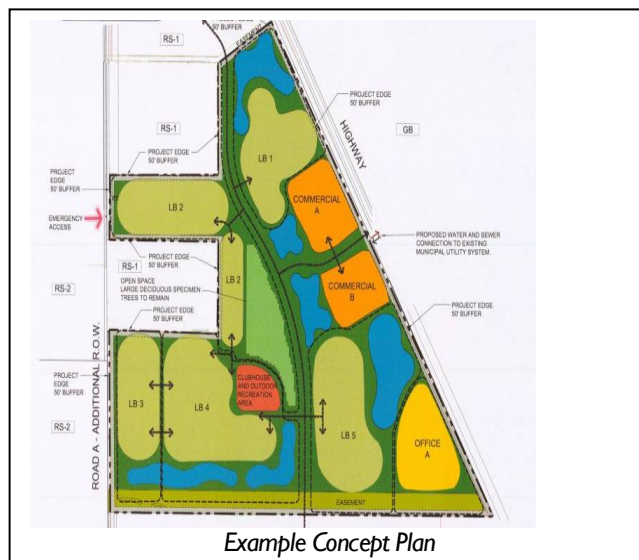
- Attached dwellings;
- A civic and institutional use;
- A gross density exceeding 2.0 units or more per acre;
- 100 or more acres;
- 100 or more dwelling units; or
- 200,000 gross square feet or more of nonresidential uses.

### Neighborhood Meeting

8. Following the Conceptual Project workshop, neighborhood meetings should be noticed in accordance with Subsection 2.3.8 of the *Zoning Ordinance*, and should be held in close proximity to the site of the proposed development. The applicant must contact the Department of Planning and Sustainability in advance of this meeting.
9. Applicants shall provide a Project Map (See Appendix F.) for review during neighborhood meetings.
10. A written summary or transcript of the meeting as well as identify changes made to the proposed project in response to the public comment shall be submitted with the formal application.

### Separate Concept Plan/Regulating Plan

11. Following the preliminary concept meeting, the pre-application conference, conceptual project workshop, and neighborhood meeting, the applicant may provide public notice and submit a formal application for a PUD Concept Plan review in accordance with Section 2.3 and Subsection 2.4.2 of the *Zoning Ordinance* within 120 days of the conceptual project workshop.
12. The Department of Planning and Sustainability and the DRT will review the application and provide comments.
13. Following revision and re-submission of the application, the Department of Planning and Sustainability shall review the revised application, prepare a staff report, and make a recommendation to the FMPC.
14. If the PUD Concept Plan is related to historic preservation or a historic district, the HZC will review the application and make a recommendation to the FMPC.





15. The FMPC will hold a public meeting to review and discuss the PUD Concept Plan and will make a recommendation to BOMA in accordance with the ordinance, legal requirements, and FMPC By-laws.
16. The BOMA will review the PUD Concept Plan application and will make a decision, in the form of a resolution. The BOMA is required to hold one reading of the Concept Plan resolution with a public hearing held during the reading of the resolution.
17. Upon approval of the Concept Plan, the applicant should submit a PUD Regulating Plan within one year of the effective date of the Concept Plan ordinance, unless otherwise noted. For larger developments, it may be possible to submit separate Regulating Plans for each phase of a development. If an applicant does not submit a Regulating Plan within one year of the date of Concept Plan approval, BOMA may initiate steps to rehear, reconsider, or revoke the Concept Plan.
18. The Department of Planning and Sustainability and the DRT will review the application and provide comments.
19. Following revision and re-submission of the application, the Department of Planning and Sustainability shall review the revised application, prepare a staff report, and make a recommendation to the FMPC.
20. The FMPC will hold a public meeting to review and discuss the PUD Regulating Plan and will make a decision in the form of a resolution accordance with the ordinance, legal requirements, and FMPC By-laws.
21. Once the PUD Regulating Plan is approved by the FMPC, a site plan will be required for most developments prior to the issuance of building permits. The site plan will either be reviewed by the staff or FMPC, depending on certain triggers.

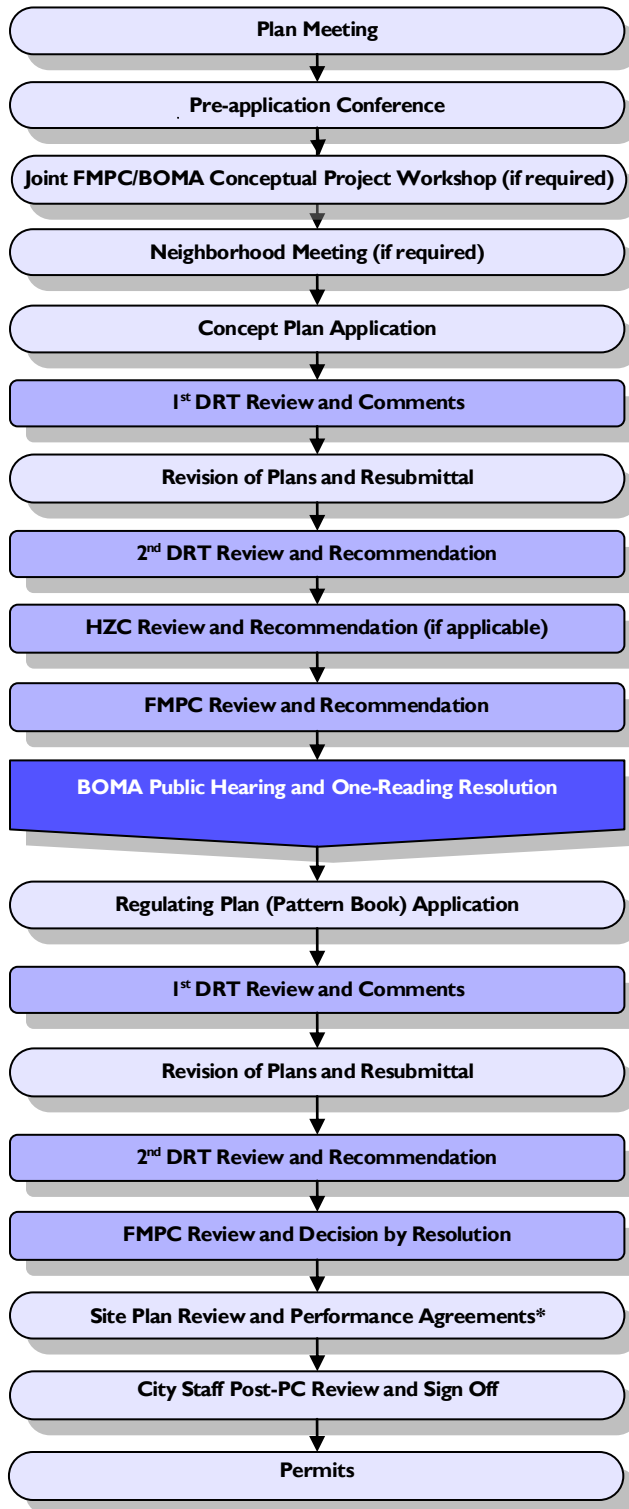


#### **Modification of Development Standards**

In order to protect the overall purposes of the zoning ordinance, the following standards shall not be modified through the PUD procedure:

- Section 5.8, Environmental Protection Standards; or
- The maximum gross residential densities established in Table 3-5, Base District Density.

**PUD Separate Concept Plan/Regulating Plan  
Review Process Proposed Changes by Ord 2008-14**



**PUD “TRIGGERS”**

An applicant may choose to initiate a PUD application for a project of any size; however, a PUD application shall be required for projects meeting any one of these criteria, unless otherwise exempted:

- The applicant intends to request a modification of standards with the concept plan or regulating plan application;
- Zoned (existing or proposed) as an RX, CI, MN, ML, or MR District;
- Proposed to use the TOD development standards of Subsection 5.3.10; or
- Projects containing any three of these criteria:
  - A.) 20 or more contiguous acres;
  - B.) 40 or more dwelling units;
  - C.) Attached dwellings;
  - D.) 200,000 square feet or more of gross nonresidential building square footage;
  - E.) Civic and institutional uses that require or comprise two or more contiguous acres;

**PUD Exemptions**

Any application shall be exempt from the PUD process if:

- Subject to a valid Final Plat or Preliminary Plat approved or recorded prior to July 1, 2008; however, requesting modifications of standards or certain zoning districts (e.g. RX, CI, MN, ML, or MR) may necessitate review as a PUD because the lot or subdivision may not have originally been intended for such uses or intensity.
- Subject to an approved Concept Plan or PUD; however, requesting changes to uses, density, or previous conditions of approval will likely result in a need to resubmit.
- Subject to a valid Conservation Plan; or
- in an existing TIF (Tax Increment Financing) District.

## Revisions to previously approved plans

For revisions to a previously approved plan (Concept Plan, Regulating Plan, or Site Plan), the applicant shall contact the Department of Planning and Sustainability for an evaluation as to whether the proposed revisions are a substantial change to the approved plan. Upon occasion, this determination may not be a simple process, but may require the applicant, the applicant's consultants, and City Staff to meet to discuss the revisions. If the revision is not a substantial change to the approved plan, the Department of Planning and Sustainability shall provide, in written format, a memorandum to the applicant stating the approved revisions to the plan. If, however, the revisions to the approved plan are determined to be a substantial change, the applicant shall receive, in written format, a memorandum stating that the revision shall require review by the Planning Commission or DRT. Triggers for substantial affect to approved Concept Plans and Regulating Plans are found in the *Zoning Ordinance*, Chapter 2, Section 2.4.2(12) and for Site Plans in Chapter 2, Section 2.4.3(8). **If the revision substantially affects the terms of the original approval, or results in significant adverse impacts to the surrounding properties, or the city at-large, the revised plan must meet all current requirements of the City of Franklin.**

When making revisions to approved plans (Concept Plan, Regulating Plan, or Site Plan), revised plans submitted for FMPC or administrative review shall contain the following. This information shall also be required at the pre-application conference for the revised plan:

- Clear outlining/highlighting of the revised areas
- A comparison of the revised Site Data Chart to the originally approved Site Date Chart
- Statements of revision impact
- Original approved site plan and layout

## Things to Know About the PUD Process

Detailed information on the PUD procedure and review criteria is established in Subsection 2.4.2 of the *Zoning Ordinance*.

- The PUD procedure is not a Rezoning (Zoning Map amendment); however, a rezoning may be necessary to implement the Concept Plan.
- The underlying base zoning districts and overlay district determines permitted uses within a particular PUD. Applicants may request a Rezoning (Zoning Map Amendment) of the base or overlay zoning district simultaneously with the Concept Plan review process, but the rezoning must be approved prior to, or as a condition of, the PUD Concept Plan.
- Both the BOMA and FMPC may offer informal comments during the conceptual project workshop but such comments shall be advisory in nature and shall in no manner commit or bind the BOMA or FMPC to the proposal.
- Failure to hold or adequately provide notice of a neighborhood meeting will not stop or delay the review process but may be cause for the denial of the application.
- A Regulating Plan is a substitute for a Preliminary Plat.
- Final plats may be required following Site Plan review for a PUD review.
- The following development standards may not be modified during the PUD review process:
  - Environmental protection standards,
  - Maximum gross residential densities for the base district density and building height, or

- Published notices shall be provided by the city in accordance with state law.
- For the review of a PUD Concept Plan, written notice shall be to all property owners within 500 feet of the subject property and registered neighborhood organizations shall be noticed in accordance with Section 2.3.8 of the *Zoning Ordinance*.
- A required neighborhood meeting or conceptual project workshop cannot be waived by the city if the proposal contains:
  - Attached dwellings,
  - A civic or institutional use,
  - A gross density exceeding 2.0 units or more per acre,
  - 100 or more acres,
  - 100 or more dwelling units, or
  - 200,000 square feet or more of gross nonresidential building square footage.

**Submittal Requirements & Checklists are included in Appendix F of this document.**

*Contact the Department of Planning and Sustainability for the latest version of the Checklist for the different plan types.*



# Preliminary and Final Plats

## General Description

The *Subdivision Regulations* of Franklin, Tennessee, are the regulating authority for all subdivision of land within the City of Franklin (Preliminary and Final Plats). The regulations are designed to regulate the division of land within the city to provide for the harmonious development of the city, secure a coordinated layout and adequate provision for traffic, and secure adequate provision for light, air, recreation, transportation, water, drainage, sewerage and other facilities. The overarching concern of the regulations is to protect the health, safety, and welfare of all stakeholders within the city.

There are two types of subdivision review procedures: Preliminary Plats and Final Plats. Subdivisions that create three or more lots are required to undergo review of a Preliminary Plat and a then Final Plat. Subdivisions of two lots, re-combinations of existing lots, or minor revisions to existing lot lines may forgo the Preliminary Plat and proceed with the Final Plat review process. Neither conveyance (sale) of individual lots nor issuance of building permits for structures (other than infrastructure) may occur until approval of a Final Plat.

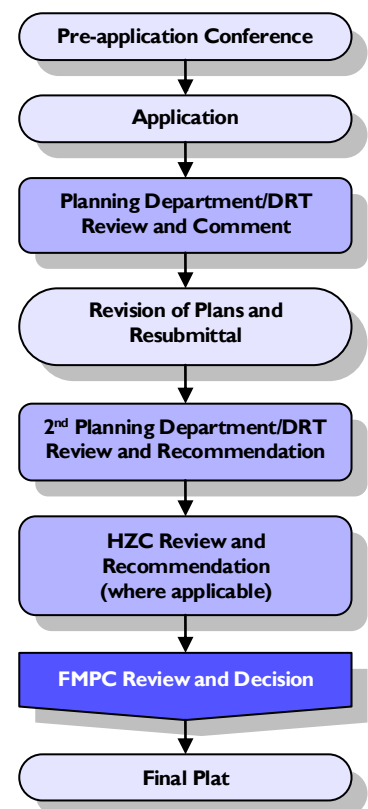
## The Review Process

### Preliminary Plats

A Preliminary Plat (a subdivision of land creating three or more new lots), is reviewed as follows:

1. Applicants are required to meet with the Department of Planning and Sustainability for a pre-application conference prior to application.
2. Following the pre-application conference, the applicant may provide public notice and submit a formal application for a Preliminary Plat in accordance with the *Subdivision Regulations* within 90 days.
3. The Department of Planning and Sustainability and the DRT will review the application and provide comments to the applicant.
4. Following revision and re-submission of the application, the Department of Planning and Sustainability and Engineering Department shall review the revised application, prepare a staff report, and make a recommendation to the FMPC.
5. If the application is within or adjacent to an historic district, the HZC will review the application and make a recommendation to the FMPC.
6. The FMPC will hold a public meeting to review and discuss the Preliminary Plat and will make a decision in accordance with the *Subdivision Regulations*, legal requirements, and the FMPC By-laws.
7. Once the Preliminary Plat is approved, the applicant may proceed with activities related to installation of infrastructure.

### Subdivision – Preliminary Plat Review Process

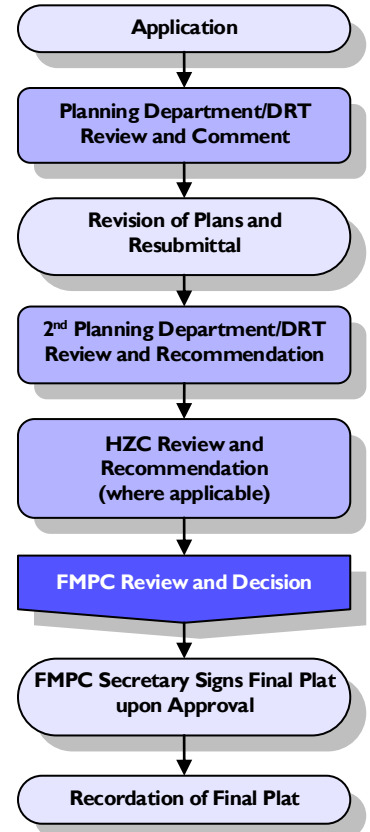


## Final Plats

A Final Plat may be submitted as the second step in the subdivision process for subdivisions creating two or more lots. For two lot subdivisions, a Final Plat may be submitted without submitting a Preliminary Plat. A Final Plat is reviewed as follows:

1. Following approval of a Preliminary Plat, the applicant may submit a formal application for a Final Plat in accordance with the *Subdivision Regulations*.
2. The Department of Planning and Sustainability and the DRT will review the application and provide comments to the applicant.
3. Following revision and re-submission of the application (if required), the Department of Planning and Sustainability and Engineering Department shall review the revised application, prepare a staff report, and make a recommendation to the FMPC.
4. If the application is within or adjacent to an historic district, the HZC will review the application and make a recommendation to the FMPC.
5. The FMPC will hold a public meeting to review and discuss the Final Plat and will make a decision in accordance with the ordinance, legal requirements, and the FMPC By-laws.
6. All required signatures shall be affixed, with the FMPC Secretary signing last.
7. The Final Plat shall be recorded with the Williamson County Register of Deed's Office.

### Subdivision – Final Plat Review Process



## Things to Know About Subdivision Plats

- Performance Agreements for the construction and maintenance of infrastructure and other improvements, such as new streets, sidewalks, and detention facilities, are required in accordance with city standards.
- Subdivisions are subject to the tree protection standards in Section 5.2 of the *Zoning Ordinance*.
- Applications for Preliminary Plats require written notice to all property owners within 500 feet of the subject property and to all registered neighborhood organizations in accordance with Section 2.3.8 of the *Zoning Ordinance*.
- The subdivider shall bear the financial responsibility for the original installation costs of all street signs and street lighting in the subdivision.
- Some Final Plats may be administratively approved by staff, as specified in the *Subdivision Regulations*. Plats eligible for administrative review shall follow the submittal process, as established in the approved FMPC Meetings and Deadlines Schedule.
- Upon approval, Plats are submitted to the Department of Planning and Sustainability for the Post – PC review for plan revisions made to meet conditions of approval.

**Submittal Requirements & Checklists are included in Appendix F of this document.**

Contact the Department of Planning and Sustainability for the latest version of the Checklist(s) for plats.

# Site Plans

## FMPC Reviewed Site Plans

- The Site Plan includes an incompatible-use buffer per Table 5-6 of the *Zoning Ordinance* that are in conventional areas.
- The applicant chooses to appeal a staff decision or recommendation related to the administrative review of a Site Plan.
- Certain telecommunications towers.
- Development proposed as a Transit Oriented Development.

## General Description

Site Plan review is required for almost all development in the City of Franklin to determine whether a proposed development complies with the *Zoning Ordinance* and other applicable ordinances. Site Plan review is required for all forms of residential, nonresidential, and mixed-use development except for single-family detached uses, temporary uses, Critical Lot Plans, and internal modifications to existing structures that do not affect the site's density, intensity, parking requirements, or environmental impact. The "site plan" is a series of drawings and plans that illustrates the intensity, density, height, architecture, and setbacks of a proposed project as well as drainage, landscape, vehicular and pedestrian circulation, and other site elements.

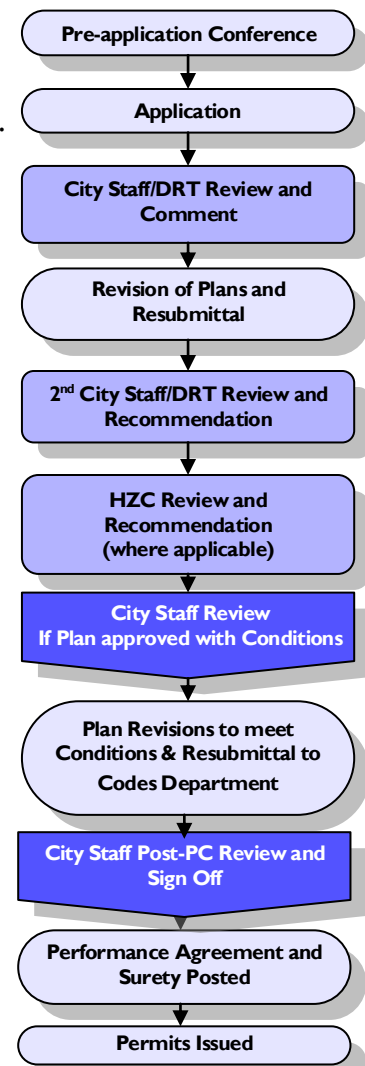
## The Review Process

Except for Site Plans reviewed by the FMPC in accordance with Section 2.4.3(2)(c) of the *Zoning Ordinance* (See sidebar above for FMPC "review triggers"), all Site Plans shall be reviewed by City Staff (Administrative Review).

## Administrative Review

1. Applicants are required to meet with the Department of Planning and Sustainability for a pre-application conference prior to application.
2. Following the pre-application conference, the applicant may submit a formal application for Site Plan review in accordance with Section 2.3 and Subsection 2.4.3 of the *Zoning Ordinance* within 120 days.
3. The Department of Planning and Sustainability and the DRT will review the application and provide comments to the applicant.
4. Following revision and re-submission of the application, the City Staff / DRT shall review the revised application and make a decision on the Site Plan. Applicants may appeal the DRT's decision to the FMPC.
5. In cases where the Site Plan is related to a Certificate of Appropriateness, the HZC will act on the certificate prior to a final decision by the DRT.
6. After the approval, the applicant must either complete and dedicate all public improvements prior to the issuance of a Building Permit or shall be required to apply for a Performance Agreement to guarantee the improvements. All applicants are required to maintain a Performance Agreement for the maintenance of landscape material and public improvements in accordance with the *Zoning Ordinance*.

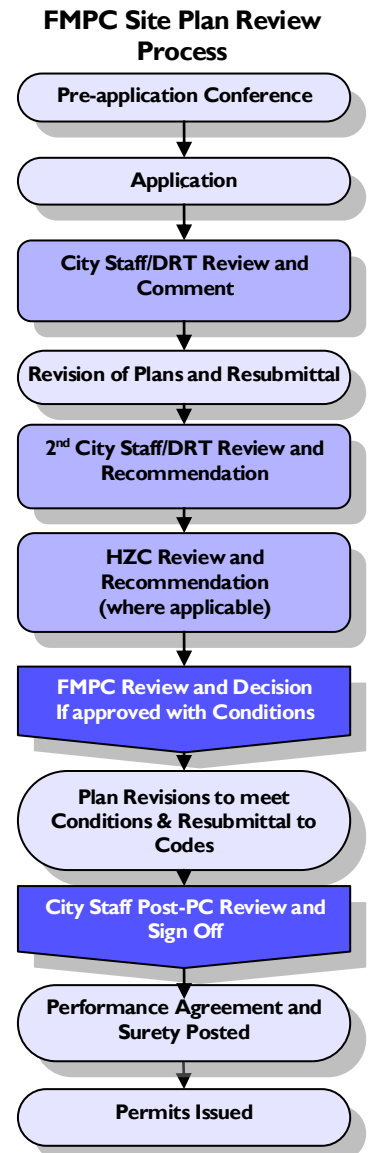
## Administrative Site Plan Review Process



7. Only after securing a Performance Agreement for the construction of public improvements or installation of landscape material, or both, can the applicant obtain a Building Permit.

## FMPC Review

1. Applicants are required to meet with the Department of Planning and Sustainability for a pre-application conference prior to application.
2. Following the pre-application conference, the applicant may submit a formal application for Site Plan Review in accordance with Section 2.3 and Subsection 2.4.3 of the *Zoning Ordinance* within 120 days.
3. The Department of Planning and Sustainability and the DRT will review the application and provide comments to the applicant.
4. Following revision and re-submission of the application, the Department of Planning and Sustainability, along with other applicable departments, will review the application and make a recommendation to the FMPC regarding the application.
5. In cases where the Site Plan is related to a Certificate of Appropriateness, the HZC will act on the certificate prior to a final decision by the FMPC.
6. The FMPC will hold a public meeting to review and discuss the Site Plan and will make a decision in accordance with the ordinance, legal requirements, and the FMPC By-laws.
7. After the approval, the applicant must either complete and dedicate all public improvements prior to the issuance of a Building Permit or shall be required to apply for a Performance Agreement to guarantee the improvements. All applicants are required to maintain a Performance Agreement for the maintenance of landscape material and public improvements in accordance with the *Zoning Ordinance*.
8. Only after securing a Performance Agreement, for the construction of public improvements or installation of landscape material, or both, can the applicant obtain a Building Permit.



## Things to Know About Site Plan Review

- Detailed information on the Site Plan Review procedure and review criteria is established in Subsection 2.4.3 of the *Franklin Zoning Ordinance*.
- Applications for a Building Permit associated with a Site Plan shall be submitted within one year of the Site Plan approval, or the Site Plan shall become invalid.
- Conditions placed on Administratively approved Site Plans can be appealed to the FMPC per Subsection 2.4.3 (2)(d).
- Except for telecommunication towers, there are no written notice requirements for Site Plan Review.

**Submittal Requirements & Checklists are included in Appendix F of this document.**

Contact the Department of Planning and Sustainability for the latest version of the Checklist for the different plan types.



# Certificate of Appropriateness (COA) for Historic Preservation Related Projects

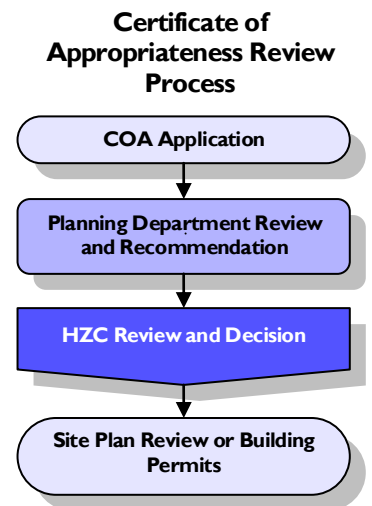
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## General Description

Franklin has a rich history that is present throughout the entire city but is particularly evident in downtown Franklin and the surrounding historic residential neighborhoods. Over the years, the city has taken special precautions to maintain the historic character of development in these areas through the establishment of the Historic Preservation Overlay (HPO) District. Within the HPO District, staff from the Department of Planning and Sustainability and the HZC review new development, construction, alteration, or demolition of structures to ensure that the planned changes are consistent with the city's historic preservation standards. In order to ensure proper review, development, construction, alterations, rehabilitation, demolition, and other modifications as identified in Subsection 2.4.9(2) of the *Zoning Ordinance* requires a Certificate of Appropriateness (COA) prior to the issuance of a Building Permit. Some exterior modifications (such as replacement windows or fencing) do not require a Building Permit, but are required to obtain a COA.

## The Review Process

1. Applications for a COA are submitted to the Department of Planning and Sustainability as a “stand alone” application, or simultaneously with an application for a Building Permit or Site Plan Review.
2. The Department of Planning and Sustainability will determine if the application is complete, review the application, and make a recommendation to the HZC.
3. The HZC will meet within 30 days following receipt of a recommendation by the Department of Planning and Sustainability and decide to either issue, issue with conditions, or deny the COA application.
4. The HZC decision will be forwarded to the Department of Building and Neighborhood Services at which point the Building Permit or Site Plan Review will be processed in accordance with procedures set out in the *Zoning Ordinance*.



## Things to Know About COAs

- Detailed information on the COA procedure and review criteria is established in Subsection 2.4.9 of the Franklin *Zoning Ordinance*.
- As stated in Subsection 2.4.9 (2) of the *Zoning Ordinance*, even if exterior work does not require a Building Permit (e.g., replacement of windows or the installation of a fence), an approved COA is required prior to the initiation of any work.
- Signs are subject to COA review.
- In addition to the *Zoning Ordinance*, the Department of Planning and Sustainability and the HZC rely on several documents for historic review including the Secretary of the Interior's “Standards for Rehabilitation” and the Franklin Historic Design Guidelines.
- Published notices shall be provided by the city in accordance with state law.

## Submittal Requirements

The table below depicts the submittal requirements for Certificates of Appropriateness:

<b>CERTIFICATE OF APPROPRIATENESS SUBMITTAL REQUIREMENTS</b> (Submittals should include 12 copies of listed items)		
1	Application form and fee submitted to the Department of Planning and Sustainability	
2	The project name and the city's project identification number on each page (assigned following initial submittal)	
3	4" x 6" color photographs of the site, areas where work will be done, and surrounding properties	
4	A Site Plan (including what is proposed for the site after demolition or relocation, if applicable) (elevation drawings are only required for building facades subject to modification)	
5	A Site Plan of the structure in its new location (if relocation is proposed)	
6	A materials sample board showing color, type, and manufacturer of new materials being proposed	
7	A description of how the new structure maintains compatibility with the existing structure in cases where new construction is proposed	
8	A statement describing the need for demolition (if applicable) or relocation (if applicable)	
9	All material necessary for issuance of a Sign Permit (if new signage or modifications to signage are proposed)	
10	Any additional information determined to be necessary by the Department of Planning and Sustainability	

## Variance

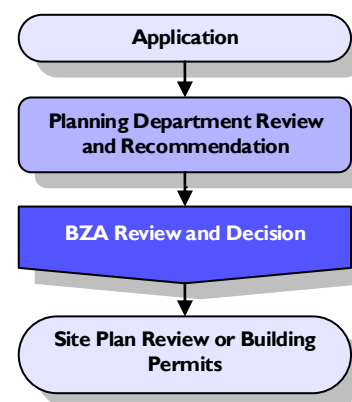
### General Description

A variance is a process by which an applicant can seek relief from the strict requirements of the *Zoning Ordinance* through a special review by the Board of Zoning Appeals (BZA). Such relief may only be considered when full compliance with the *Zoning Ordinance* will create an "unnecessary hardship" for the applicant as defined in the ordinance. Generally speaking, variances are typically considered when lots have unique layouts, sizes, topographic, or other extraordinary conditions that cannot accommodate development as normally required by the ordinance.

### The Review Process

1. The applicant may submit a formal application to request a Variance in accordance with Section 2.3 and Subsection 2.4.5 of the *Zoning Ordinance*.
2. The Department of Planning and Sustainability, along with other applicable departments, will review the application and make a recommendation to the BZA.
3. Following this recommendation, the BZA will hold a public hearing where they will allow the applicant the opportunity to present their case to the board and then will allow both proponents and opponents to the Variance to provide comment on the application.
4. After the closing of the public hearing, the BZA will discuss the application, in public, and will make a decision in accordance with the ordinance, legal requirements, and the BZA By-laws.

#### Variance Review Process



## Things to Know About Variances

- Detailed information on the variance procedure and review criteria is established in Subsection 2.4.5 of the *Zoning Ordinance*.
- In approving a variance, the BZA can impose any conditions on the proposed use and property to ensure that the variance meets the intent and purpose of the *Zoning Ordinance*.
- Variances cannot be considered or granted to allow uses that are otherwise prohibited in the applicable zoning district. This type of action would be the equivalent of a rezoning (Zoning Map Amendment), which requires legislative action by the BOMA.
- Variances are not intended to be used to remove inconveniences to the applicant or financial burdens that may be caused by compliance with the *Zoning Ordinance*.
- Variances continue with the property and are not discontinued if the property is sold.
- Each variance request is a separate request. As such, each request shall be charged a separate fee. The BZA may consider each request separately or together, depending on direction from the Chair of the Board.
- The granting of a variance required as a prerequisite to some other form of approval (such as a Site Plan) does not guarantee that any additional approval needed will be granted.
- In cases where a variance is needed as a prerequisite for a Building Permit, a Building Permit must be obtained within one year of the issuance of the variance, or the variance shall be rendered invalid.
- Published notices shall be provided by the city in accordance with state law.
- The appellant shall be required to send written notification by certified mail to property owners within 500 feet of the subject property.

## Submittal Requirements

The table below depicts the submittal requirements for variances:

VARIANCE SUBMITTAL REQUIREMENTS		
1	Application form and fee submitted to the Department of Planning and Sustainability	
2	Site location, including tax map, group, parcel number, and street address	
3	All base and overlay zoning classifications (including character area overlay)	
4	Length of boundaries of the lot, and lot size in square feet	
5	Locations, square footages, and dimensions of all existing and proposed structures	
6	All minimum and maximum setbacks, including build-to lines	
7	Easement types, locations, and dimensions	
8	Description of the variance(s) being requested	
9	Statement indicating the grounds for the variance request and how the request complies with the approval criteria in Subsection 2.4.5	
10	Any applicable drawings, sketches, or plans necessary to justify the variance request	
11	Return receipts from certified mail sent to properties within 500 of subject property	
12	Any additional information determined to be necessary by the Department of Planning and Sustainability	

### Submittal Requirements & Checklists are available from the City of Franklin.

Contact the Department of Planning and Sustainability for the latest version of the Checklist for the Board of Zoning Appeals.

# Appeal of Administrative Decisions

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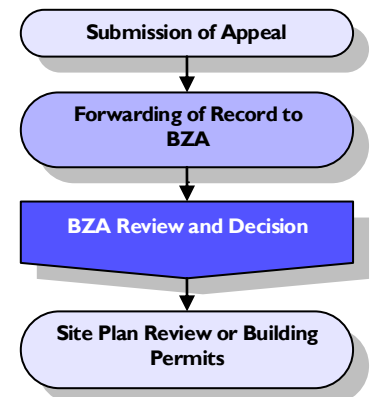
## General Description

The appeal of administrative decisions (appeals) process set forth in Section 2.4.6 of the *Zoning Ordinance* is a review procedure that allows an applicant to appeal an administrative (staff) decision of the Department of Planning and Sustainability, Department of Building and Neighborhood Services, or other city official if the applicant feels the decision was incorrect, was a provision set forth within the requirements of the *Zoning Ordinance*, or that they have been otherwise aggrieved by the decision. The Board of Zoning Appeals may hear the appeal of the administrative decision, if the appellant makes application of the request within thirty (30) days of the decision.

## The Review Process

1. The applicant may submit a formal Appeal in accordance with Section 2.3 and Subsection 2.4.6 of the *Zoning Ordinance*.
2. Once the applicant has submitted the formal appeal, all records pertaining to the original decision will be forwarded to the BZA.
3. The BZA will review the appeal in accordance with the *Zoning Ordinance*, state law, and the BZA By-laws.

### Appeals Review Process



## Things to Know About Appeals

- Detailed information on the appeals procedure and review criteria is established in Subsection 2.4.6 of the *Zoning Ordinance*.
- Appeals shall be filed within 30 days of the date of the original decision.
- The BZA may apply conditions to its decision if it overturns the original decision of staff to ensure any such decision is in the spirit of the *Zoning Ordinance*.
- Published notices shall be provided by the city, in accordance with state law.
- Each appeals request is a separate request. As such, each request shall be charged a separate fee. The BZA may consider each request separately or together, depending on direction from the Chair of the Board.
- The appellant shall be required to send written notification by certified mail to property owners within 500 feet of the subject property.



## Submittal Requirements

The table below depicts the submittal requirements for Appeals:

APPEAL SUBMITTAL REQUIREMENTS		
1	Application form and fee submitted to the Department of Planning and Sustainability	
2	Reference to city project identification number that is the source of the appeal	
3	Description of the decision being appealed (including copy of Site Plan or other application materials as appropriate)	
4	Statement describing reasons for appeal and justification	
5	Return receipts from certified mail sent to properties within 500 of subject property	
6	Any additional information determined to be necessary by the Department of Planning and Sustainability	

### Submittal Requirements & Checklists are available from the City of Franklin.

Contact the Department of Planning and Sustainability for the latest version of the Checklist for the Board of Zoning Appeals.

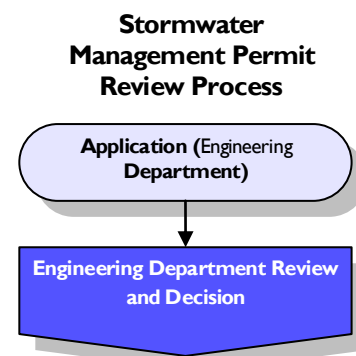
## Stormwater Management Permits

### General Description

The purpose of requiring a Stormwater Management Permit is to eliminate any non-allowable post construction discharges into Franklin's Municipal Separate Storm Sewer System that has an impact on water quality.

### The Review Process

1. Applications for Stormwater Management Permits shall be submitted to the Engineering Department (Stormwater Coordinator).
2. A signed and notarized copy of the Inspection and Maintenance Agreement of private stormwater management facilities for post construction stormwater infrastructure shall be signed by the Engineering Department and then recorded at the Williamson County Deeds Office. A copy must then be returned to the Engineering Department.
3. The applicant shall also submit and record a Long-Term Maintenance Plan and Schedule in the same manner as the Inspection and Maintenance Agreement. Both may be submitted and recorded simultaneously.
4. Stormwater Management Permits are signed and issued once Drainage and Grading Plans are approved by the Engineering Department.



## Things to Know About Stormwater Management Permits

- If you are using approved post-construction stormwater quality units or an oil/grit/grease separator, you are required to have at least a two-year inspection and maintenance agreement with a company who maintains these devices. The two-year maintenance agreement must begin at the time of installation of the device and go for two-years (at least two complete cycles of inspection and maintenance over a two-year time frame).
- Examples of SWMP can be found at:  
[http://www.franklintn.gov/engineering/stormwater\\_management.html](http://www.franklintn.gov/engineering/stormwater_management.html)

STORMWATER MANAGEMENT PERMIT SUBMITTAL REQUIREMENTS		
1	Application form and fee submitted to the Engineering Department	
2	Inspection and maintenance agreement	
3	Long-term maintenance plan and schedule	
4	Two-year inspection and maintenance agreement for proprietary units (where applicable)	
5	TDEC NPDES tracking number	
6	Name of certified erosion prevention and sediment control inspector	
7	Approved Drainage and Grading Plans	

## Tree Removal Permits

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### General Description

The 2008 *Zoning Ordinance* strengthened the tree protection standards in Franklin, further protecting the natural beauty and resources of the city. To enforce the tree protection standards, the city maintains a Tree Removal Permit process to ensure compliance with the tree protection standards across the city.

### The Review Process

There are two distinct types of review under the Tree Removal Permit process: Tree Removal Permit without Prior Plan Approval and Tree Removal Permit Sign-Off. In cases where tree removal is proposed on an existing site that does not have an approved Site Plan, Regulating Plan, Preliminary Plat, or Grading and Erosion Control Plan, an applicant shall follow the Tree Removal Permit without Prior Plan Approval process.

cases where tree removal is proposed on a site that has an active, approved Site Plan, Regulating Plan, or Preliminary Plat, an applicant shall follow the Tree Removal Permit Sign-Off process.

#### ***Class A: Tree Removal Permit Sign-Off (Land Disturbance associated with Approved Site Plans for new development)***

1. Applicant receives approval of a Site Plan or Preliminary Plat.
2. Land disturbance plans consisting of both grading plans and tree preservation plans, including the tree inventory, shall be submitted to the Department of Building and Neighborhood Services, according to the Post-PC Schedule.
3. The Department of Building and Neighborhood Services will forward a copy of the plans to

- the Department of Planning and Sustainability for review and a sign-off on the permit.
4. The Department of Planning and Sustainability will contact the applicant requesting copies of the plans for official files and permitting purposes.
  5. The Department of Planning and Sustainability shall notify the Engineering and Department of Building and Neighborhood Services, as well as the applicant that it has signed-off on the tree removal.
  6. Upon the Department of Planning and Sustainability's sign-off, the Department of Building and Neighborhood Services will issue a Tree Removal Permit.

***Class B: Tree Removal Permit with Unified Development, Preliminary Plat, or Regulating Plan Approval (Land Disturbance associated with Unified Development or Regulating Plan)***

1. Applicant receives approval of a Unified Development or Regulating Plan.
2. Land disturbance plans consisting of both grading plans and tree removal plans, including the tree inventory, shall be submitted to the Department of Building and Neighborhood Services, according to the Post-PC Schedule.
3. The Department of Building and Neighborhood Services will forward a copy of the plans to the Department of Planning and Sustainability for review and a sign-off on the permit.
4. The Department of Planning and Sustainability will contact the applicant requesting copies of the plans for official files and permitting purposes.
5. The Department of Planning and Sustainability shall notify the Engineering and Department of Building and Neighborhood Services that it has signed-off on the tree removal.
6. Upon the Department of Planning and Sustainability's sign-off, the Department of Building and Neighborhood Services will issue a Tree Removal Permit.

***Class C: Tree Removal Permit without Prior Plan Approval (For those projects not associated with or required to have Regulating or Site Plans and those "completed" Site Plans no longer covered by Landscape Maintenance or Performance sureties)***

1. Applications for a Tree Removal Permit shall be submitted to the Department of Building and Neighborhood Services.
2. If deemed necessary by the Department of Building and Neighborhood Services, the application will be forwarded to the Department of Planning and Sustainability for review, according to the Post-PC Schedule.
3. The Codes Administration will review the application and approve, approve with conditions, or disapprove the application.
4. The Department of Building and Neighborhood Services will issue a Tree Removal Permit.

## **Things to Know About Tree Removal Permits**

- Detailed information on the Tree Removal Permit procedure and review criteria is established in Subsection 2.4.8 of the *Zoning Ordinance*.
- Tree removal activities on existing sites require Tree Removal Permits in the following instances:

- The removal of any specimen tree, in any zone district, as set forth in Section 5.2 of the *Zoning Ordinance*;
  - The removal of any size tree larger than 2½ inches in caliper on residential lots greater than one acre in size; and
  - The removal of any size tree larger than 2½ inches in caliper on all nonresidential lots, regardless of lot size.
- Tree removal plans and grading plans must be consistent with one another.
  - There are exceptions to the requirement of a Tree Removal as specified above that may be found in Section 2.4.8 (2) of the *Zoning Ordinance*.
  - Specimen trees are defined as a canopy tree with a diameter of 24 inches or greater, and any understory tree with a diameter of eight inches or more measured at four and one-half feet above grade. In the case of multi-stem trees, at least one of the stems or trunks shall meet the applicable size requirements.
  - No Building Permit or Grading and Erosion Control Permit shall be issued unless the city department issuing the permit receives a written decision from the Department of Planning and Sustainability or Parks Department that the proposed development has received an approved Tree Removal Permit or is exempt from the Tree Removal Permit requirements.
  - In some cases, trees protected on a site may be used as credit toward the open space and landscaping requirements of the *Zoning Ordinance* (See Section 5.2.4 (6)).
  - The city has established a tree bank which is a fund designed to receive certain in-lieu payments, charitable contributions, or penalties for illegally removing or damaging a tree. This fund may be used for the purchasing, installing, replacement, and maintenance of trees on public lands.
  - There are no written or published notice requirements for Tree Removal Permits.

## Submittal Requirements

The table below depicts the submittal requirements for Tree Removal Permit Sign-Off (Land Disturbance associated with Approved Site Plans for new development):

CLASS A: TREE REMOVAL PERMIT SIGN-OFF SUBMITTAL REQUIREMENTS		
1	Application form and fee submitted to the Department of Building and Neighborhood Services	
2	Approved land disturbance plans and tree removal plans	
3	Current aerial photo depicting existing tree cover, or a tree inventory, or a tree survey prepared by a licensed landscape architect	
4	Depiction of tree protection devices and techniques proposed to protect trees within the tree protection zone	
5	Open space lots	

The table below depicts the submittal requirements for Tree Removal Permit with Unified Development or Regulating Plan Approval (Land Disturbance associated with Unified Development or Regulating Plan):

<b>CLASS B: TREE REMOVAL PERMIT WITH UNIFIED OR REGULATING PLAN SIGN-OFF SUBMITTAL REQUIREMENTS</b>		
1	Application form and fee submitted to the Department of Building and Neighborhood Services	
2	Approved land disturbance plans and tree removal plans	
3	Current aerial photo depicting existing tree cover, or a tree inventory, or a tree survey prepared by a licensed landscape architect	
4	Depiction of tree protection devices and techniques proposed to protect trees within the tree protection zone	
5	Open space lots	

The table below depicts the submittal requirements for Tree Removal Permit without Prior Plan Approval (For those projects not associated with or required to have Regulating or Site Plans):

<b>CLASS C: TREE REMOVAL PERMIT WITHOUT PRIOR PLAN APPROVAL SUBMITTAL REQUIREMENTS</b>		
1	Application form and fee submitted to the Department of Building and Neighborhood Services	
2	Physical Features Map (See Appendix F.)	
3	Size of site and size of area proposed for tree removal	
4	Base and overlay zoning classifications for the site	
5	Current aerial photo depicting existing tree cover, or a tree inventory, or a tree survey prepared by a licensed landscape architect	
6	Exact location, health, size, and species of all Specimen Trees on the site	
7	Exact location, health, size, and species for all tree proposed for credit towards landscape requirements in Section 5.2 of the <i>Zoning Ordinance</i> (if applicable)	
8	Depiction of tree protection devices and techniques proposed to protect trees within the tree protection zone	
9	Open space lots	
10	Tree protection zones used to meet tree canopy retention requirements	

## Grading and Erosion Control Permits

### General Description

The City of Franklin requires the issuance of a Grading and Erosion Control Permit prior to the grading, tree removal, or other general site preparation to ensure proper grading, to minimize erosion, and to ensure proper stormwater management.

### The Review Process

In order to receive a Grading and Erosion Control Permit, the following steps must be completed:

1. Applications for a Grading and Erosion Control Permit shall be submitted to the Engineering Department after a Stormwater Management Permit is obtained.
2. The Engineering Department will coordinate review with other applicable city departments. The application may also be reviewed by the Franklin Stormwater Coordinator if a Stormwater Management Permit is required.
3. The Engineering Department will review the application and make a decision to approve, approve with conditions, or disapprove the application.



4. The applicant shall submit the Stormwater Management Permit, Tree Removal Permit, approved Grading & Drainage plans, fee, and Grading and Erosion Control Permit application to the Engineering- Department. The Engineering Department secretary will sign the first page of the completed application.
5. The applicant shall install necessary erosion control measures as shown on the approved plan.
6. Upon completion, the applicant should schedule a meeting with the Streets Department (Stormwater Inspector) to inspect the erosion control measures. The applicant shall be required to bring the approved Grading & Drainage plans and signed permit application.
7. Upon completion of all of the above steps, the Streets Department (Stormwater Inspector) will issue the Grading and Erosion Control Permit, on-site, at the end of the meeting provided the improvements are completed in accordance to the approved plans.

## Things to Know About Grading and Erosion Control Permits

- Applications for a Grading and Erosion Control Permit are required to be coordinated with applications for Tree Removal Permits.
- Tree protection zones are to be maintained and preserved throughout the duration of development activity.
- There are no written or published notice requirements for Grading and Erosion Control Permits.

## Submittal Requirements

The table below depicts the submittal requirements for Grading and Erosion Control Permits:

GRADING AND EROSION CONTROL PERMIT SUBMITTAL REQUIREMENTS		
1	Application form and fee submitted to the Department of Building and Neighborhood Services	
2	Physical Features Map (See Appendix F.)	
3	Copy of approved Site Plan, Regulating Plan, Preliminary Plat, or Tree Removal Permit	
4	Base and overlay zoning classifications for the site	
5	Sub-basin map depicting the site location in relation to nearby natural and constructed drainage features	
6	Size and location of all existing structures (including streets) within 50 feet of the site	
7	Four full size copies and one half-size copy of a Grading and Drainage Plan depicting existing and proposed elevation contours at two-foot intervals, all borrow and deposition areas, and sedimentation and erosion control measures	

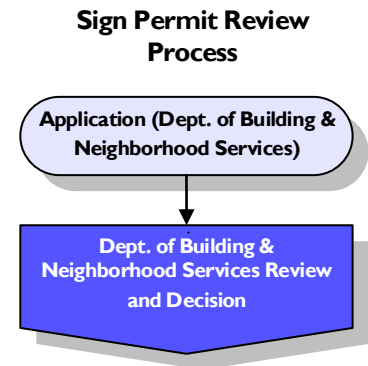
# Sign Permits

## General Description

Sign Permits are required for the construction, alteration, or relocation of signs in the City of Franklin to ensure compliance with the *Zoning Ordinance* and applicable building codes.

## The Review Process

1. The applicant may submit a formal application for a Sign Permit in accordance with the requirements of the Department of Building and Neighborhood Services.
2. The Department of Building and Neighborhood Services, along with other applicable departments, will review the application and make a decision on the permit within five working days after submission of an application.



## Things to Know About Sign Permits

- Detailed information on the Sign Permit procedure and review criteria is established in Subsection 2.4.10 of the *Zoning Ordinance*.
- An application for a Sign Permit may require an additional permit for electrical work.
- Signs for a property in the HPO District are required to have a Certificate of Appropriateness, as addressed earlier, prior to the issuance of a Sign Permit.
- There are no written or published notice requirements for Sign Permits.

## Submittal Requirements

The table below depicts the submittal requirements for Sign Permits:

SIGN PERMIT SUBMITTAL REQUIREMENTS		
1	Application form and fee submitted to the Department of Building and Neighborhood Services	
2	Graphic depiction of site, existing or proposed buildings, and locations of all proposed signage	
3	Position of all signs in relation to the use being advertised	
4	Elevation drawing of each sign proposed	
5	All sign areas and dimensions (including shape)	
6	Plan of illumination for the sign	
7	Types and colors of materials to be used on sign face and on sign supporting structure (if not attached)	
8	Dimensions of all existing signs that will remain	
9	Height of all signs	
10	Foundation plan for freestanding signs	
11	Tenant identification signs (if applicable)	

# Building Permits

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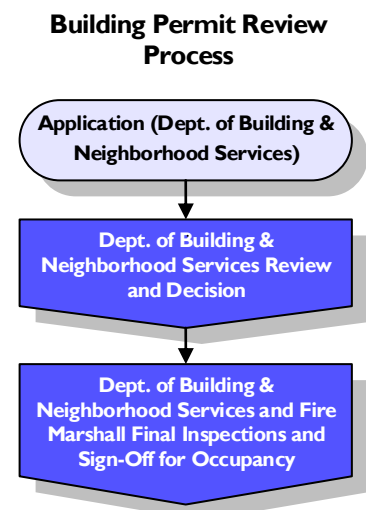
## General Description

Building Permits are the last step in the development review process before actual construction may begin. The city uses the Building Permit review as the opportunity to ensure that what is proposed for construction conforms to all previous approvals, approved Site Plans, the *Zoning Ordinance*, the adopted building code, and all other applicable city codes. The following activities require prior approval of a Building Permit:

- Any new construction of a residential, nonresidential, or accessory building;
- Any addition to an existing building (including garages, carports, decks, porches, deck or patio covers, storage buildings, or swimming pools);
- Any relocation of a building constructed elsewhere;
- Place or replace a mobile home on property (except within a mobile home park);
- Renovations requiring Building Permits;
- Conversion of unfinished space to habitable space; and
- Demolition of any structure or portion of a structure.

## The Review Process

1. The applicant may submit a formal application for a Building Permit in accordance with the requirements of the Department of Building and Neighborhood Services. (See appendix for form.)
2. The Department of Building and Neighborhood Services, along with other applicable departments, will review the application and make a decision on the permit within 20 working days of application.
3. Once the authorized work is complete, the Department of Building and Neighborhood Services and the Fire Marshall will complete the final building and fire code inspection to sign off on the work and to allow for occupancy and use.



## Things to Know About Building Permits

- Depending on the type of work proposed as part of the Building Permit, an application may require separate permits for electrical, mechanical, low-voltage electrical, and plumbing work.
- Construction and alterations of properties in the HPO District are required to have a Certificate of Appropriateness, as addressed earlier, prior to the issuance of a Building Permit.
- Only licensed general contractors may apply for Building Permits for construction of nonresidential or mixed-use structures valued more than \$25,000.
- There are no written or published notice requirements for Building Permits.
- Construction associated with a Building Permit must commence within six months of permit

issuance, or the Building Permit becomes invalid.

- All performance guarantees or sureties associated with a Performance Agreements must be posted with the city prior to issuance of a Building Permit.

## Submittal Requirements

The table below depicts the submittal requirements for Building Permits:

<b>BUILDING PERMIT SUBMITTAL REQUIREMENTS</b> (Submittals should include four copies of the listed items)		
1	Building Permit Application form and fee submitted to the Department of Building and Neighborhood Services	
2	Name, address, phone number, and e-mail address of owner	
3	Tax map, parcel, and group number of site	
4	Site address	
5	Copies of prior development approval (e.g., Site Plan, Final Plat, Sign Permit, etc.) (if applicable)	
6	Copies of plot plan depicting site dimensions, location and size of existing and proposed structures, distance to lot lines from all structures being constructed or altered, and location of all known easements (for detached residential and accessory structures associated with a detached residential use only)	
7	A complete set of construction drawings	

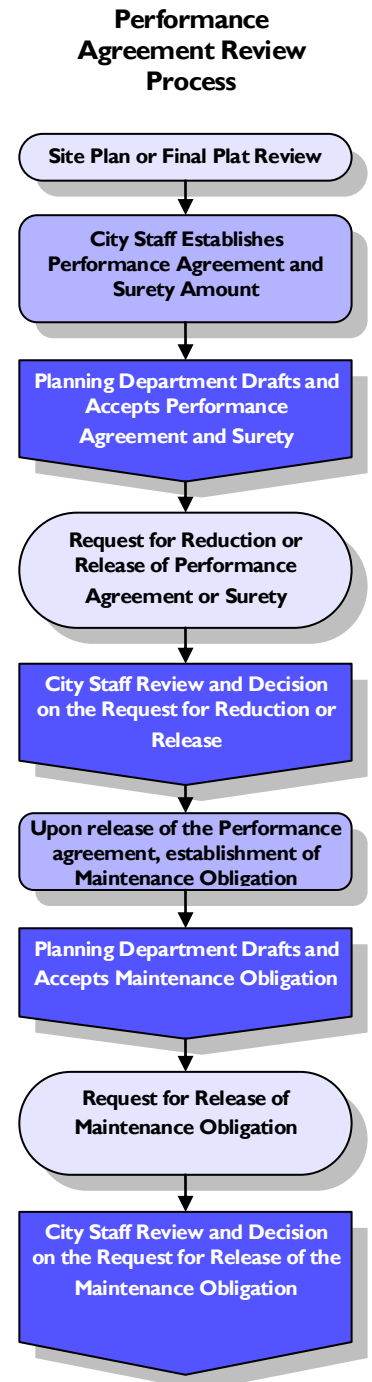
# Performance Agreements

## General Description

When an applicant will not complete and dedicate required public improvements, private infrastructure, or install all required landscape materials prior to requesting a Building Permit, the applicant is required to submit a Performance Agreement. The Performance Agreement ensures the improvements and landscape will be completed as approved through the posting of a monetary surety. Additionally, Performance Agreements are also required for a period of one-year following installation and dedication of improvements, infrastructure, and landscape materials to ensure proper maintenance.

## The Review Process

1. In conjunction with the application for a Site Plan or Final Plat, the Department of Planning and Sustainability or the FMPC shall establish the Performance Agreement.
2. The Department of Planning and Sustainability shall draft the Performance Agreement and the applicant shall enter into the agreement with the city in accordance with Chapter 6 of the *Zoning Ordinance*.
3. Upon completion of at least 50 percent of the public improvements, private infrastructure, or landscape installation, the applicant may request a one time reduction of the Performance Agreement. If the applicant has completed 100 percent of the public improvements, private infrastructure, or landscape installation, the applicant may request to be released from the Performance Agreement.
4. The Department of Planning and Sustainability, along with other appropriate city departments, shall inspect the public improvements, private infrastructure, or landscaping to determine compliance with the Agreement.
5. For the first three years after the Certificate of Occupancy has been issued, the Department of Planning and Sustainability shall have the authority to review all requests and issue a decision on the reduction or release of a Performance Agreement. After the first three years, the FMPC shall be responsible for the review and decision on the reduction or release of a Performance Agreement. Such decision shall be made within 60 days of the request.
6. Following the passing of inspections for the required improvement, infrastructure, or landscaping, the applicant shall be required to maintain the completed improvements or landscaping with a maintenance obligation.
7. Maintenance obligations are reviewed and released in the same manner as the original Performance Agreement. Maintenance obligations are not subject to reductions.





## Things to Know About Performance Agreements

- Performance Agreements and Surety must be in place prior to the issuance of a Building Permit.
- Failure to complete or maintain the required improvements or landscaping within the terms of the Performance Agreement may result in the FMPC declaring the Agreement in default. The FMPC may then “call” the agreement and surety to pay for the completion of the improvements under the supervision of the appropriate city departments.
- Maintenance obligations shall remain in effect for one year or until the final release of the obligation, whichever is greater.
- Published notices for public meetings of the FMPC shall be provided by the city in accordance with state law. The FMPC receives regular reports on performance and maintenance agreements and their reductions, releases, or extensions.
- There are no written notice requirements for Performance Agreements.

## Submittal Requirements

The table below depicts the submittal requirements for Performance Agreements:

PERFORMANCE AGREEMENTS SUBMITTAL REQUIREMENTS		
1	Application form and fee submitted to the Department of Planning and Sustainability	
2	Name, address, phone number, and e-mail address of owner	
3	Project identification number associated with development needing Performance Agreement	
4	Copy of approval letter associated with development needing Performance Agreement	
5	Total costs of all development proposed	
6	Type of surety proposed	
7	Legal name of company or individual posting Performance Agreement	
8	Type of company charter and state where company is chartered (if applicable)	
9	Name and location of local bank where draw documents may be presented by the city	

## **Temporary Use Permits**

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Additional information on Temporary Use Permits is under development and will be incorporated into this manual at a later date.

## **Certificates of Occupancy**

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Additional information on Certificates of Occupancy is under development and will be incorporated into this manual at a later date.

## **Inspections**

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Additional information on the inspections element of zoning and development is under development and will be incorporated into this manual at a later date.

Performance and maintenance agreements and surety for landscape material shall not be released, reduced, or extended by the staff or the Planning Commission during the months of February, March, July, August, and September.

## **Addressing**

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Additional information on Addressing is under development and will be incorporated or referenced into this manual at a later date.

## **Annexation**

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Additional information on Annexation is under development and will be incorporated into this manual at a later date.

## Part 5: Appendices

### Appendix A: Contact Information

The following is a summary listing of key contact information for city departments, department heads, and other agencies may play a role in the review of development. Contact information on current members of the Board of Mayor and Aldermen or the Franklin Municipal Planning Commission can be found on the city's website at <http://www.franklintn.gov>.

DEPARTMENT OR AGENCY	CONTACT INFORMATION
<b>General Franklin City Offices and Williamson County Offices</b>	
Franklin City Hall (General Number)	Phone: (615) 791-3217
Franklin Mayor's Office	Phone: (615) 791-3217 Fax: (615) 790-0469
Franklin City Administrator	Phone: (615) 791-3217 Fax: (615) 790-0469
City Attorney	Phone: (615) 550-6603
Franklin Assistant City Administrator of Finance and Administration	Phone: (615) 791-1457
Williamson County Mayor's Office	Phone: (615) 790-5700
<b>Planning, Codes, and Parks Department</b>	
Franklin Assistant City Administrator of Community and Economic Development	Phone: (615) 550-6671
Franklin Department of Planning and Sustainability	Phone: (615) 791-3212 Fax: (615) 791-3257
Franklin Department of Building and Neighborhood Services	Phone: (615) 794-7012 Fax: (615) 591-9066
Williamson County Department of Planning	Phone: (615) 790-5749
Parks Department	Phone: (615) 794-2130
<b>Engineering and Utility Departments or Agencies</b>	
Franklin Assistant City Administrator of Public Works	Phone: (615) 791-3218 Fax: (615) 791-3293
Franklin Engineering Department	Phone: (615) 791-3218 Fax: (615) 791-3293
Franklin Street Department	Phone: (615) 791-3254 Fax: (615) 791-3200
Franklin Water and Sewer	Phone: (615) 794-4572 Fax: (615) 791-3200 Service: (615) 794-4554 After Hours: (615) 791-3260
Franklin Solid Waste	Phone: (615) 794-1516 Fax: (615) 790-0469 Billing: (615) 794-4572
HB & TS Utility District	Phone: (615) 794-7796

DEPARTMENT OR AGENCY	CONTACT INFORMATION
Mallory Valley Utility District	Phone: (615) 377-3374
Milcrofton Utility District	Phone: (615) 794-5947
<b>Fire and Safety</b>	
Fire Department	Phone: (615) 791-3720
Franklin Police Department	Phone: (615) 790-5560
Williamson County Sheriff's Office	Phone: (615) 794-1542
Health Department	Phone: (615) 794-1542
Williamson County Communications	Phone: (615) 790-5757
<b>Property Assessors and Tax Agencies</b>	
Franklin Business License / Business Taxes	Phone: (615) 791-3225
Franklin Property Assessor / Taxes	Phone: (615) 791-3226
Williamson County Property Assessor / Taxes	Phone: (615) 790-5708
Register of Deeds	Phone: (615) 790-5706
<b>Miscellaneous Agencies</b>	
Williamson County Board of Education	Phone: (615) 595-4700
Franklin Special School District	Phone: (615) 794-6624
Economic Development	Phone: (615) 261-2880
Middle Tennessee Electric Membership Corporation	Customer Service: (877) 777-9020 Franklin Office: (615) 794-1102
Atmos Energy	Phone: (888) 824-3434
Underground Line Locator	Phone: (800) 351-1111
Tennessee Department of Transportation (TDOT)	Phone: (615) 741-2848
United States Army Corps of Engineers – Nashville Office	Phone: (615) 735-5626
Federal Aviation Administration – Nashville Office	Phone: (615) 354-1300 National Help Line (866) 835-5322

## **Appendix B: Application Forms**

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This appendix includes copies of the following applications:

- FMPC Application – required with all submittals.
- Affidavit of Public Notice Provisions
- Residential Building Permit Application
- Nonresidential Building Permit Application
- Pre-application Form – will be filled out by City staff and given to the applicant at the end of the pre-application conference. This form is required to be included as part of the submittal process. Absence of this form may cause a submittal to not be accepted for review.
- Neighborhood Organization Registration Form



## FMPC/Administrative Project Application

 <b>HISTORIC FRANKLIN TENNESSEE</b>	<h1>FMPC / Administrative Project Application</h1> <h2>Department of Planning and Sustainability</h2>
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### Applicant Information:

This is the individual who has the responsibility of becoming familiar with the regulations, policies, and procedures of the city. This individual shall represent the applicant at all public meetings and this shall be the person responsible for the quality and accuracy of the submitted plans.

### Contact Information:

The applicant shall designate one contact person to work with the Department of Planning and Sustainability for the duration of the project including after Planning Commission/Administrative approval. This shall be the person responsible for meeting any conditions of planning commission approval.

<b>Name:</b>				
<input type="checkbox"/> On File		<input type="checkbox"/> On File		<input type="checkbox"/> Same as Applicant
<b>Title:</b>				
<b>Organization:</b>				
<b>Phone:</b>		<b>Fax:</b>		
<b>Email:</b>				
<b>Street:</b>				
<b>State:</b>		<b>ZIP:</b>		

### PROJECT INFORMATION:

<b>Applicant's Proposed Name of Project:</b>			<b>Address of Property:</b>		
<b>Subdivision:</b>		<b>Section:</b>		<b>Revision:</b>	<b>Lot (s):</b>
<b>Site Acreage:</b>		<b>Site Square Footage:</b>		<b>Map, Group, and Parcel:</b>	
<b>Current Base Zoning District Classification:</b>		<b>Existing Nonresidential Building Square Footage:</b>		<b>Total Requested Dwelling Units:</b>	
<b>Proposed Base Zoning Classification (if applicable):</b>		<b>Total Requested Nonresidential Building Square Footage:</b>		<b>Total Number of Lots (including open space):</b>	
<b>Project Type:</b> <input type="checkbox"/> Final Subdivision Plat <input type="checkbox"/> Preliminary Subdivision Plat <input type="checkbox"/> Site Plan: <input type="checkbox"/> Nonresidential <input type="checkbox"/> Residential <input type="checkbox"/> Mixed-Use <input type="checkbox"/> Rezoning Request <input type="checkbox"/> PUD Concept Plan <input type="checkbox"/> PUD Regulating Plan <input type="checkbox"/> Land Use Plan Amendment Request		<b>Proposed Use(s) (check all that apply):</b> <input type="checkbox"/> Attached Dwelling <input type="checkbox"/> Detached Dwelling <input type="checkbox"/> Group Homes <input type="checkbox"/> Nonresidential: <input type="checkbox"/> Retail <input type="checkbox"/> Office <input type="checkbox"/> Institutional (church, school) <input type="checkbox"/> Industrial <input type="checkbox"/> Other: _____		<b>Development Standard:</b> <input type="checkbox"/> Conventional <input type="checkbox"/> Traditional  <b>Character Area Overlay:</b> _____  <b>Other Applicable Overlays:</b> _____	

Last Revised 11/24/09

Source: Franklin Dept. of Planning and Sustainability

**Affidavit of Public Notice Provision**

**PUBLIC NOTICE AFFIDAVIT  
City of Franklin, Tennessee**

We/I \_\_\_\_\_  
(Please print Name/Names in Full)

being duly sworn, depose and say(s) that (I am)/(we are), acting as the authorized agent on all matters pertaining to the processing of the development application for the property described as:

\_\_\_\_\_  
(Property Parcel/Tax ID Number)

and located at:

\_\_\_\_\_  
(Street Address)

have/has provided a mailed notice in accordance with section 2.3.8 of the Franklin *Zoning Ordinance*, which included the following:

1. The address or location of the property subject to the submittal;
2. A brief description of the property (e.g., legal description, nearby streets and intersections);
3. Date, time, and location of the public meeting or hearing; Nature, scope, and purpose of submittal;
4. Information on where the public can view the application and where they may be heard;
5. Information on where the public can submit written comments.

\_\_\_\_\_  
Signature

Subscribed and sworn to before me this

\_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
Notary Public

My Commission Expires: \_\_\_\_\_

## Residential Building Permit Application

<b>FRANKLIN CODES ADMINISTRATION</b> 109 Third Avenue South      Suite 110 Franklin, Tennessee 37064 615-794-7012	
Residential Permit Application	
(05/12/05)	
Applicant/ Owner: _____	
Address: _____	
City: _____	State: _____ Zip: _____ Phone: _____
Contractor: _____ State License #: _____	
Address: _____	
City: _____	State: _____ Zip: _____ Phone: _____
Contact Person: _____ Contact Phone: _____	
Project Address: _____	
Subdivision: _____ Section: _____ Lot #: _____	
Construction:    New: _____    Addition: _____    Renovation: _____    Other: _____	
Single Family Dwelling: _____    Duplex: _____    Number of Stories: _____	
Heated Square Footage: _____    Garage Square Footage: _____	
Basement Square Footage: _____    Basement Finished: YES: _____ NO: _____	
Total Square Footage: _____    Required Setbacks: _____ F _____ Side _____ Rear	
Total Footprint of Impervious Surfaces (*): _____ (Square Feet)	
*Includes all Roofs, Sidewalks, Patios, Driveways etc. or any Paved or Concrete Surface.	
WITHIN FLOODPLAIN:            YES _____            NO _____	
Estimated Sale Price: _____            Lot Cost: _____	
<p>All residential applications will require submittal of a copy of the plot plan in order to properly identify all property line setbacks and easements on the property in relation to the location of the proposed structure.</p> <p>Contractors applying for permits of projects with contract value of \$25,000 or more will be required to have a proper Tennessee Contractor's License valid for amount of value and in the field of work to be done. Certificate of insurance is also required.</p> <p>The undersigned will be responsible for complying with provisions of the Franklin Stormwater Management Ordinance, 2001-53 in the prevention of erosion and sediment control.</p>	
Signed: _____ Date: _____	
<b>Office Use Only:</b> Accepted: _____ Rejected: _____ Date: _____	

## Nonresidential Building Permit Application

### Franklin Codes Administration

Phone 615-794-7012

Franklin, Tennessee

Fax 615-591-9066

#### Non-Residential Building Permit Application

Owner/Applicant:

Address:

City:

State:

Zip:

Phone:

Contractor:

State License #:

Address:

City:

State:

Zip

Phone:

Contact Person:

Phone:

Email:

Project Name:

Project Street Address:

Suite #:

Project Lot Number:

Section #:

Subdivision:

Occupancy Use Classification:

Former Use:

Total Square Footage:

Stories:

Basement:

Construction Cost:

WITHIN FLOODPLAIN: ☐ Yes ☐ No

4 Sets Plans (Required): ☐ Yes ☐ No

Spec Book: ☐ Yes ☐ No

Design Firm:

Address:

City:

State:

Zip:

Designer of Record or Contact:

Contact Phone Number:

Fax Number:

Email:

This application is not officially accepted unless accompanied by official plans.

Contractors applying for permits of projects with contract value of \$25,000 or more will be required to have a proper Tennessee State Contractor's License valid for amount of value and in field of work to be done. A certificate of insurance is also required.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

#### CONSTRUCTION TYPE:

☐ NEW\*

☐ TENANT BUILDOUT

☐ OTHER

☐ ADDITION

☐ RENOVATION

May 18, 2007

\* Plan review number established by Planning department when plans were submitted for Planning Commission approval. This is a required field.

<b>City of Franklin, Planning Department</b> 109 3 <sup>rd</sup> Avenue South Phone: (615) 791-3212 Fax: (615) 791-3257	<b>Pre-Application Form/Receipt</b>
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Please provide a brief description of your project.

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☐ **Plan Meeting** (Rezoning, PUDs, LUPAs Only):

**Target FMPC Meeting:**

1. Application completed by applicant. Pre-application form completed by staff.
2. Fees paid per applicable checklist.
3. Signed and dated professional seals are **required** for all submittals.
4. All submittals are **required** to have the basic information as follows, unless otherwise noted by staff on this form.

<input type="checkbox"/> <b>Subdivision Plat:</b> <input type="checkbox"/> Preliminary <input type="checkbox"/> Final  <input type="checkbox"/> All Plats must have signed and dated seals. <input type="checkbox"/> CAD File (Final Plat only) <input type="checkbox"/> Certificates shown on plat per Subdivision Regulations <input type="checkbox"/> _____ <input type="checkbox"/> _____	<input type="checkbox"/> <b>Site Plan</b> <input type="checkbox"/> Site Layout <input type="checkbox"/> Grading Plan <input type="checkbox"/> Utility Plan <input type="checkbox"/> Details (Misc.) <input type="checkbox"/> Lighting Plan <input type="checkbox"/> Landscape Plan <input type="checkbox"/> Architectural Elevations <input type="checkbox"/> Drainage Plan <input type="checkbox"/> Erosion Prevention and Sediment Control Plans	<input type="checkbox"/> <b>Rezoning</b> <input type="checkbox"/> Written Legal Description <input type="checkbox"/> Written Response to Rezoning Checklist Items <input type="checkbox"/> _____ <input type="checkbox"/> _____ <input type="checkbox"/> _____	<input type="checkbox"/> <b>Planned Unit Development (PUD)</b> <input type="checkbox"/> Written Legal Description <input type="checkbox"/> Pattern Book <input type="checkbox"/> Concept Plan that includes: <ul style="list-style-type: none"> <li>▪ Proposed Grading Plan</li> <li>▪ Tree Removal Plan</li> </ul> <input type="checkbox"/> _____ <input type="checkbox"/> _____ <input type="checkbox"/> _____	<input type="checkbox"/> <b>Land Use Plan Amendment (LUPA)</b> <input type="checkbox"/> Proposed text amendment(s) to Land Use Plan <input type="checkbox"/> Written Response to Land Use Plan Amendment Checklist Items <input type="checkbox"/> _____ <input type="checkbox"/> _____
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In addition to the information indicated above, the following additional information shall also be required. This listing may not be inclusive of all additional information needed, and the staff may request more information during the review process.

- ☐ Electronic Submittal (PDF) (date needed: initial / resubmittal)
- ☐ Property Owner Notification
- ☐ Possible BZA Review of Needed Variance
- ☐ Historic Zoning Commission Review/Recommendation
- ☐ Material Samples / Color Rendering
- ☐ Submittal Letter (written response to previous conditions)
- ☐ CAD File (for rezonings)
- ☐ Separate Tree Preservation/Removal Plan:
  - ☐ Inventory/Survey
  - ☐ Sampling (Contact staff LA before proceeding)
- ☐ Line of Sight Study (HVAC, screening/buffering, \_\_\_\_\_)
- ☐ Height/Scale Study (proposed project in context with neighborhood)
- ☐ Copy of Concept Plan (with BOMA Conditions) (PUD site plans only)
- ☐ \_\_\_\_\_
- ☐ \_\_\_\_\_
- ☐ \_\_\_\_\_
- ☐ \_\_\_\_\_

- ☐ Stormwater Management Plan
- ☐ Traffic Study (when applicable)
- ☐ Detention Calculations
- ☐ Greenway Plan (when applicable)
- ☐ \_\_\_\_\_
- ☐ \_\_\_\_\_
- ☐ \_\_\_\_\_

☐ Zoning Compliance Letter  
☐ \_\_\_\_\_  
☐ \_\_\_\_\_

☐ \_\_\_\_\_  
☐ \_\_\_\_\_  
 her:

☐ \_\_\_\_\_

☐ \_\_\_\_\_

**Notes:**



## Registration to Receive Notice

	<h1>Neighborhood Organization Registration Form</h1> <h2>Planning Department - Franklin, TN</h2>
-----------------------------------------------------------------------------------	------------------------------------------------------------------------------------------------------

The City of Franklin offers any neighborhood organization the opportunity to select a **single point of contact** to register with the Planning Department in order to receive notice regarding development proposals. This list will be available to the public, so the contact may receive meeting or development information from other sources as well. Once registered, the neighborhood organization's representative will receive these letters for two years, at which point they will be required to re-register with the Planning Department. Please call 791-3212 with any questions.

To register, a representative from the neighborhood organization must send or drop off to the **City of Franklin, Planning Department, 109 Third Avenue South, Franklin, TN 37064** the following information:

- this signed registration form,
- a copy of the organization's bylaws,
- written verification from an authorized member of the organization stating that the individual has been selected to represent the organization; and
- rough map or sketch of the neighborhood boundaries.

### ***Neighborhood Organization Information***

Neighborhood Organization Name:	
Organization Website (if available):	
Organization Type (check one):	<input type="checkbox"/> Neighborhood Organization, Including Umbrella Organizations or Block Clubs <input type="checkbox"/> Homeowner or Condominium Association <input type="checkbox"/>

**Location (When possible, please use street names for boundaries.):**

Subdivision _____	
Northern Boundary _____	Southern Boundary _____
Eastern Boundary _____	Western Boundary _____

### ***Contact Information***

Please sign below. This **single individual** will receive registered notices regarding development proposals.

Contact Person Name:	
Mailing Address:	
City, State and Zip Code:	
Phone Number:	
Fax Number:	
Email Address:	

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Appendix C: Deadlines and Schedules

FRANKLIN MUNICIPAL PLANNING COMMISSION MEETINGS AND DEADLINES SCHEDULE				
Initial Deadline (5:00 PM)	Checkprints and Staff Comments Returned to Applicant (Noon)	Resubmittal: Corrected Plans Due to the Department of Planning and Sustainability (5:00 PM)	FMPC Staff Reports/ Administrative Reports Available for pick-up at Noon	FMPC Meeting (7:00 PM)
12/15/09	12/29/09	1/7/10	1/20/10	1/28/10
1/12/10	1/26/10	2/4/10	2/17/10	2/25/10
2/9/10	2/23/10	3/4/10	3/17/10	3/25/10
3/9/10	3/23/10	4/1/10	4/14/10	4/22/10
4/13/10	4/27/10	5/6/10	5/19/10	5/27/10
5/11/10	5/25/10	6/3/10	6/16/10	6/24/10
6/8/10	6/22/10	7/1/10	7/14/10	7/22/10
7/13/10	7/27/10	8/5/10	8/18/10	8/26/10
8/10/10	8/24/10	9/2/10	9/15/10	9/23/10
9/14/10	9/28/10	10/7/10	10/20/10	10/28/10
10/12/10	10/26/10	11/4/10	11/12/10 (5PM)	11/18/10
11/9/10	11/23/10	12/2/10	12/10/10 (5PM)	12/16/10
12/14/10	12/28/10	1/6/11	1/19/11	1/27/11
<b>NOTES:</b>				
1.	Cycles highlighted in blue are months in which <i>Land-use Plan</i> amendments may be considered by the FMPC.			
2.	This schedule also serves as the Administrative Plat and Plan review schedule.			
3.	Please refer to the <i>Administrative Manual</i> for submittal procedures and requirements.			

*Please contact the Department of Planning and Sustainability for the latest Franklin Municipal Planning Commission Meetings and Deadlines Schedule, as it may be revised at the pleasure of the Planning Commission.*

## Post-PC Plan Review and Sign-Off

### **Concept, Regulating, and Site Plans:**

All plan submittals are required to go through the Post-PC Review process. If conditions are placed on an administrative or FMPC approval, the Post-PC plan review is the process through which plans are reviewed by City Staff to ensure that they have been revised to meet the conditions of approval. All plans approved administratively or by the Planning Commission, except Final Plats, are submitted to the Department of Building and Neighborhood Services. Upon submittal, there is a 30 business day staff review period. Once plans are revised to meet all conditions of approval, they can receive sign off by the City Staff and, when appropriate, permits may be issued.

To reduce the complexities of the Post-PC review process, please ensure that revised plans meeting all conditions of approval are submitted in a timely manner after approval. Applicant or consultant questions regarding the conditions of approval should be directed to the Project Planner. If necessary, a meeting with Staff may be scheduled to help ensure all conditions are appropriately addressed with the first Post-PC submittal.

### **Final Plats:**

The Post-PC Plat review is the process of receiving final approval and sign off for recording final subdivision plats approved either by the Planning Commission or administratively by the DRT. If conditions are placed on the Plat approval, plans are reviewed by City Staff to ensure that they have been revised to meet the conditions of approval. Within 15 working days of the receipt of the plat by the Department of Planning and Sustainability, the city will either:

- Provide signatures for recording of the plat; or
- Provide a detailed request for the additional revisions or information along with an explanation of why the city cannot release the plat for recording.

***All Post-PC plans, except Final Plats, shall be submitted to the Department of Building and Neighborhood Services for distribution. A cover letter and/or a transmittal letter is required for all Post-PC submittals. (See next page.)***



## CODES ADMINISTRATION DEPARTMENT

### PLAN SUBMISSION COVER SHEET

**Applicant Information:****Date:** \_\_\_\_\_

Contact Name:				Company Name:			
Street Address:							
	City:			State:			
Phone:		Fax:		E-mail:			

**Project Information:**

Project Name: \_\_\_\_\_

Section/Phase: \_\_\_\_\_ Lot #: \_\_\_\_\_

City of Franklin Project #: \_\_\_\_\_ Initial Post-PC ☐ Resubmittal ☐

Type of Plan Submitted	# of copies per Dept							
	CODES	ENG	FIRE	PARKS	PLAN	POLICE	STREET	WATER MGMT
Example	1	1	0	0	2	1	1	0
Concept Plan								
Regulating Plan								
Site Plan								
Preliminary Plat								
Grading and/or Drainage								
Water and/or Sewer								
Traffic Study								
Drainage Calculations								
Critical Lot								
Tree Removal								
Other _____								

**Comments:**


## Appendix D: Fee Schedules

The following table lists the application fees associated with all application reviews in the city. The fee schedule amounts are subject to change and applicants should confirm they have the most current version of the fee schedule. Applicants should make all checks payable to “City of Franklin”, and the memo line should reference application type and project name.

REVIEW PROCEDURE FEE SCHEDULE	
Application Type	Application Fee
<i>Zoning Ordinance</i> Text Amendment	\$250.00
Zoning Map Amendment (Rezoning)	\$250.00
PUD Conceptual Project Workshop	\$50.00
PUD – Concept Plan	\$250.00
PUD – Regulating Plan	\$100 plus \$0.02 per square foot of nonresidential building and \$10 per dwelling unit
Site Plan Review	\$175 plus \$0.02 per square foot of nonresidential building and \$10 per dwelling unit
Site Plan Review for Towers or antennas	\$1,000.00 Planning Commission Review; \$100.00 Administrative Review
<i>Land Use Plan</i> Amendment	\$250.00
Subdivision – Preliminary Plat	\$100.00 plus \$20.00 per lot
Subdivision – Final Plat	\$100.00 plus \$25.00 per lot
Variance	\$100.00
Appeal of Administrative Decision	\$100.00
Performance Agreements	None
Tree Removal Permit	\$25.00
Certificates of Appropriateness	None
Sign Permit	See Permit Fee Schedule
Building Permit	See Permit Fee Schedule
Grading and Erosion Control Permit	\$100.00
Zoning Certificate	\$25.00
Certificate of Occupancy	None
Registration for Public Notice Mailing List	None
Pool Permits – Residential	\$30.00
Pool Permits – Nonresidential	\$50.00
Garbage Container	\$75.00

Construction projects in the City of Franklin are subject to some or all of the following types of fees. Applicants shall pay Building Permit fees, adequate facilities taxes, and road impact fees at the time the permit is issued.

<b>BUILDING PERMIT FEE SCHEDULE</b>	
Total Valuation	Fee
\$1 - \$999	\$30.00
\$1,000 - \$4,999	\$30.00 – for the first \$1,000 + \$8.50 for each additional \$1,000 or fraction thereof
\$5,000 - \$14,999	\$64.00 – for the first \$5,000 + \$6.75 for each additional \$1,000 or fraction thereof
\$15,000 - \$39,999	\$132.00 – for the first \$15,000 + \$4.75 for each additional \$1,000 or fraction thereof
\$40,000 - \$99,999	\$251.00 – for the first \$40,000 + \$4.00 for each additional \$1,000 or fraction thereof
\$100,000 - \$499,999	\$491.00 – for the first \$100,000 + \$2.50 for each additional \$1,000 or fraction thereof
\$500,000 - \$999,999	\$1,491.00 – for the first \$500,000 + \$1.75 for each additional \$1,000 or fraction thereof
\$1,000,000 and above	\$2,366.00 – for the first \$1,000,000 + \$1.25 for each additional \$1,000 or fraction thereof
Mechanical Permits	\$27.00 on the first \$1,000 + \$5.25 on each additional \$1,000 or fraction thereof (rounded to the nearest dollar).

<b>FACILITIES TAX SCHEDULE</b>	
Type	Tax
Residential	\$0.89 per gross square foot (to include heated and unheated)
Nonresidential	\$1.18 per gross square foot
Other Residential	\$0.71 per gross square foot

<b>ROAD IMPACT FEE SCHEDULE</b>	
Residential (per unit)	Fee
Single-Family	\$1,617
Multi-Family	\$896
Congregate Care	\$221
Hotel/Motel	\$649
Mobile Home Park	\$1,003
Retail/Commercial (per 1,000 sf)	Fee
General Retail 0-50,000 sf	\$4,832
General Retail 50,001-500,000 sf	\$3,541
General Retail 500,001-1,000,000 sf	\$2,991
General Retail 1,000,001 +	\$2,666
Restaurant (Quality)	\$3,773



Restaurant (Fast)	\$5,609
Office/Institutional (per 1,000 sf)	Fee
Office, General	\$2,716
Office, Medical	\$5,862
Hospital	\$1,199
Nursing Home	\$449
Church	\$754
Elementary/Secondary School	\$749

ROAD IMPACT FEE SCHEDULE	
Other (per 1,000 sf)	Fee
Manufacturing	\$1,529
Industrial Park	\$1,497
Business Park	\$1,998
Warehouse	\$704
Mini-Warehouse	\$417
Recreational	Fee
Amusement Park (per acre)	\$2,256
Ice Rink (per 1,000 sf)	\$3,506
Miniature Golf (per hole)	\$395

Plan review fees are required for all nonresidential projects and residential projects that include attached dwellings. Applicants shall pay the plan review fee at the time of submittal of blueprints for review. The fee is for the initial submittal and one resubmittal for review only.

PLAN REVIEW FEE SCHEDULE FOR NONRESIDENTIAL PROJECTS AND ATTACHED DWELLINGS	
Total Valuation	Fee
\$0 - \$100,000	\$50.00
\$100,001 - \$250,000	\$100.00
\$250,001 - \$500,000	\$200.00
\$500,001 - \$1,000,000	\$300.00
\$1,000,001 - \$5,000,000	\$400.00
\$5,000,001 and above	\$500.00

# Appendix E: Landscape Plans, Details, and Plant Lists

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The following notes and charts are required to be located on the Landscape Plans for all development:

## **City of Franklin Minimum Plant Quality and Size Standards**

- 1.) All newly planted landscape plant materials shall conform to the latest version of the *American Standard of Nursery Stock* (ANSI Z60.1).
- 2.) All Type 1, 2, and 3 Trees (as defined in ANSI Z60.1) used to meet the requirements of this subsection shall have the following characteristics:
  - A.) Deciduous trees shall have one dominant trunk with the tip of the leader on the main trunk left intact and the terminal bud on the central leader at the highest point on the tree;
  - B.) Trees with forked trunks are acceptable if all the following conditions are met:
    1. The fork occurs in the upper one-third of the tree;
    2. One fork is less than two-thirds the diameter of the dominant fork; and
    3. The top one-third of the smaller fork is removed at the time of planting;
  - C.) No branch is greater than two-thirds the diameter of the trunk directly above the branch;
  - D.) Several branches are larger in diameter and obviously more dominant;
  - E.) Branching habit is more horizontal than vertical, and no branches are oriented nearly vertical to the trunk; and
  - F.) Branches are evenly distributed around the trunk with no more than one major branch located directly above another and the crown is full of foliage that is evenly distributed around the tree.

## **City of Franklin Landscape Notes**

1. Any plant material that dies, turns brown or defoliates shall be replaced within one year or by the next growing season, whichever ever comes first. Other defective landscape material shall be replaced within three months.
2. All trees shall meet Franklin's minimum size and quality standards. All plants shall be healthy, vigorous material, free of pest and disease. All rootballs, containers and height to width ratios shall conform to the size standards set forth in the *American Standards for Nursery Stock*, current edition.
3. All required trees and shrubs shall meet the minimum size and quantity as listed in the Plant Schedule.
4. Plant material shall not obscure traffic or parking signs/signals or vehicular sight lines.
5. Tree topping is not permitted.
6. Additional screening may be required if the inspection for the release of the performance surety reveals that the required screening is not effective.
7. All required tree protection fencing shall be installed and inspected by the Department of Building and Neighborhood Services prior to land disturbing activities.
8. Any site or landscape changes (including but not limited to a change in design, a reduction in size or number of plant material, or the relocation of overhead or underground utilities) shall require a revised Landscape

- Plan to be submitted and approved prior to the landscape installation.
9. Existing trees accepted in partial compliance of the landscape requirements for this site shall be accessible and flagged prior to all landscape inspections.
  10. Any existing tree, shown as being preserved on approved plans that is removed, dies or is damaged during construction shall be replaced as required in the *Zoning Ordinance*.
  11. Screening proposed around any utility box or transformer is required to be evergreen and adequately screen the object. The proposed evergreen plant material shall be replaced if it is not of a height sufficient to screen the object.
  12. All plant material shall be from the Franklin Plant List unless prior approval is received from the City.
  13. All tree-protection fencing shall be in place prior to the issuance of a grading permit and shall be maintained in good working order until all construction activity is completed. Any required erosion control measures shall be placed outside of any tree protection fencing.
  14. Top soil used in all landscape areas shall be screened prior to deposition in planting areas and islands.
  15. Any plant material located adjacent to a parking area shall be planted so as to allow for a two and a half foot vehicular bumper overhang from the face of curb to the edge of the mature adjacent plant material.

If proposing any landscape material within a dedicated easement, the following note shall be included on the Landscape Plan:

16. The Owner acknowledges that planting landscape material in a dedicated easement does not waive or modify the City of Franklin's rights as the easement holder. The Owner understands that the City of Franklin, its authorized contractor or applicable private utility may at any time and for any reason perform work within the dedicated easement. The City, its authorized contractor or applicable private utility shall have no liability to the Owner for any damage to the landscape material in the easement when said damage is due to work within the easement. The Owner may be held responsible for the removal of the landscape material to enable work to be done. The Owner shall be solely responsible for any costs incurred in repairing and/or replacing the required landscape material.

## Landscape Data Charts and Tree Canopy Retention Charts

### Landscape Data Chart:

<u>LANDSCAPE DATA</u>
<div style="text-align: right; margin-bottom: 5px;">Site Acreage:</div> <div style="text-align: right; margin-bottom: 5px;">Site Zoning Classification and applicable Overlays:</div> <div style="text-align: right; margin-bottom: 5px;">Development Standards: (Traditional / Conventional)</div> <div style="text-align: right; margin-bottom: 5px;">Minimum Required Landscape Surface Area (Ratio and Acreage):</div> <div style="text-align: right; margin-bottom: 5px;">Provided Landscape Surface Area (Ratio and Acreage):</div> <div style="text-align: right; margin-bottom: 5px;">Percent and Acreage of Original Canopy Cover: (Indicate if</div> <div style="text-align: right; margin-bottom: 5px;">Site Tree Removal grandfathered)</div> <div style="text-align: right; margin-bottom: 5px;">Percent and Acreage Tree Canopy Required:</div> <div style="text-align: right; margin-bottom: 5px;">Percent and Acreage of Preserved Canopy Cover Provided:</div> <div style="text-align: right;">Number and DBH of Specimen Trees Removed:</div>

AFTER INSTALLATION, THE LANDSCAPE WILL BE MAINTAINED BY: \_\_\_\_\_ to be completed by applicant

**ATTENTION OWNER/INSTALLER:**

This landscape plan has been designed to meet the minimum requirements of the City of Franklin zoning ordinance, the approval of the planning commission, and planning department policy. Relocating, substituting, resizing, reducing, or deleting material may cause the site to no longer conform to the requirements; thus problems may arise with releasing the performance/maintenance surety for the landscape material. **Deviation from the approved landscape plan shall not be made without first consulting the Landscape Architect who designed the project. The designing Landscape Architect shall review proposed substitutions to ensure that all City standards and requirements are met. The City shall be notified in writing upon final approval of any plant substitutions.**

Owner: \_\_\_\_\_

Contact Name Phone Number

Landscape Architect: \_\_\_\_\_

Contact Name Phone Number

Franklin Planning Department: (615) 791-3212 phone

**MINIMUM BUFFERING/SCREENING REQUIREMENTS:**

HVAC units, cooling and/or mechanical equipment are mounted on the:

- ☐ Rooftop
- ☐ Ground
- ☐ Not Applicable

THIS DEVELOPMENT IS REQUIRED TO HAVE THE FOLLOWING LANDSCAPE IMPROVEMENTS:

Buffer/Screen Type:	Purpose:
<input type="checkbox"/> Not Applicable	Buffering/Screening not required
<input type="checkbox"/> Foundation Planting	Along primary facade
<input type="checkbox"/> Perimeter Planting Strip	Screen VUAs and to create "modules"
<input type="checkbox"/> Interior VUA Planting	Create VUA "modules"
<input type="checkbox"/> Utility Box Screen	Screen from view
<input type="checkbox"/> HVAC Screen	Screen HVAC from view
<input type="checkbox"/> Dumpster Screen	Screen dumpster from view
<input type="checkbox"/> Loading/service Area	Buffer the street or residential property
<input type="checkbox"/> Incompatible Use Buffer	Buffer the adjacent less intensive use
<input type="checkbox"/> 30-foot Front Yard Buffer	Buffer the adjacent Hatcher Bypass
<input type="checkbox"/> 40-foot Front Yard Buffer	Buffer the adjacent Interstate 65
<input type="checkbox"/> Street Trees	Spatial Definition/Environmental Mitigation
<input type="checkbox"/> Other: _____	

(Any buffer/screen type not required for this development may be deleted from this chart.)

**INCOMPATIBLE USE BUFFER**

Developing Use: Per Table 3-2

Existing Adjacent Use/Zoning: Per Table 3-2

Site Acreage:

Buffer Class: A, B, or C

Buffer Width: In feet

Buffer Length: in linear feet

Minimum Trees Required:

Trees Provided (buffer):

Minimum Shrubs Required:

Shrubs Provided (buffer):

Percent of Canopy Trees in Buffer (40% minimum):

Percent of Evergreen Trees in Buffer (50% minimum):

Percent of Evergreen Shrubs in Buffer (75% minimum):

Percent of each Plant Genus in Buffer: (40% maximum):

*This chart is only required if a incompatible use buffer is required*

**Replacement trees shall be placed in a separate plant schedule.**

## Plant Schedule

### Canopy Trees

Key	Qty	Botanical Name	Common Name	Size	Type	Spacing	Remarks	% Genus
Ar	4	Acer rubrum 'Red Sunset'	Red Maple	2" CAL	Deciduous	45' O.C.	Limbed up 6' min.	1%
FpM	21	Fraxinus pennsylvanica 'Marshall's Seedless'	Green Ash	2" CAL	Deciduous	40' O.C.	Limbed up 6' min.	5%
Jv	10	Juniperus virginiana	Red Cedar	2" CAL	Evergreen	As shown	Full to Base	22%
Ps	15	Pinus strobus	White Pine	2" CAL	Evergreen	As shown	Full to Base	4%
Qr	16	Quercus rubra	Red Oak	5" CAL	Deciduous	50' O.C.	Limbed up 6' min.	6%
Qr3	9	Quercus rubra	Red Oak	3" CAL	Deciduous	As shown	Limbed up 6' min.	6%
Tc	14	Tsuga canadensis	Eastern Hemlock	2.5" CAL	Evergreen	As shown	Full to Base	3%

### Understory Trees

Key	Qty	Botanical Name	Common Name	Size	Type	Spacing	Remarks	% Genus
Cc	13	Cercis canadensis	Redbud	1.5" CAL	Deciduous	30' O.C.	3-5 stems at 1" each	3%
laF	21	Ilex x attenuata 'Fosterii'	Foster Holly	1.5" CAL	Evergreen	As shown	Full to Base	28%
Oa	15	Oxydendrum arboreum	Sourwood	2" CAL	Deciduous	As shown	Full, matched, Specimen	4%

### Shrubs

Key	Qty	Botanical Name	Common Name	Size	Type	Spacing	Remarks	% Genus
lcH	96	Ilex crenata 'Helleri'	Helleri Holly	18"	Evergreen	3' O.C.	B&B or container	28%
PcP	83	Juniperus chinensis 'Pfitzerana'	Pfitzer Juniper	30"	Evergreen	5' O.C.	B&B	22%
PIS	55	Prunus laurocerasus 'Schipkaensis'	Schip Laurel	30"	Evergreen	3' O.C.	B&B	13%
TmVW	40	Taxus x media 'Wardii'	Ward's Yew	30"	Evergreen	4' O.C.	B&B	10%

## Example Calculations: Conventional 10 Acres

Landscape Requirements: (ACI)				
LSR 0.40 Credit for 1.5 acres of preserved trees. LSA = 4.0 acres	Quantity Provided			Inches Provided
	Existing Trees	Proposed	Total Provided	Caliper Inches
Existing Trees = 14 "	3	@1.25	3	52.5
Existing Trees (See Tree Inventory):	5		5	18
5" + caliper canopy trees:	10	12	22	110
3" caliper canopy trees:	20	20	40	60
2" caliper canopy trees:		30	30	60
Aggregate Canopy Caliper Inches Provided:				390.5
Aggregate Canopy Caliper Inches Required:				328
2" caliper understory trees:		50	50	100
1.5" caliper understory trees:		20	20	30
Aggregate Understory Caliper Inches Provided:				130
Aggregate Understory Caliper Inches Required:				84
Min. 18" Height Shrubs:			200	
Min. 30" Height Shrubs:			600	
Total Shrubs Provided:			800	
Total Shrubs Required:			384	

SPECIMEN TREE REPLACEMENT		
	Quantity Provided	Caliper Inch Conversion
5"+ caliper canopy trees:		
3" caliper canopy trees:		
2.5" caliper canopy trees:		
2" caliper canopy trees:		
1.5" caliper understory trees:		
Total Caliper Inches of Replacement Trees Provided:		
DBH Inches of Specimen Tree Replacement Required:		
Replacement Caliper Inch Surplus/Shortage:		

## Open Space Requirement Chart

**Minimum Open Space Requirement:** \_\_\_\_% Required (3%, 5%, 15%)  
**Site Acreage:** \_\_\_\_Acres **Open Space Acreage Required:** \_\_\_\_Acres  
**Formal Open Space** (3% or 5% of gross development area): \_\_\_\_square feet  
**Informal Open Space** (10% of residential gross development area): \_\_\_\_square feet

**Open Space Provided:**

Key	Classification	Type	Area of Open Space	Paved Area	Percent Paved Impervious
Area 1	Formal	Plaza	5,000 s.f.	1,250 s.f.	25%
Area 2	Formal	Plaza	2,500 s.f.	2,000 s.f.	80%
Area 3	Informal	Greenway	50,000 s.f.	0	0
Total Provided=			57,500 s.f.		

**Multiple section developments shall include an open space takedown chart as follows:**

**"PROJECT NAME" MINIMUM COMMON OPEN SPACE:**  
**15% OF TOTAL SITE AREA (10% INFORMAL, 5% FORMAL)**

Development	Min. Req'd. Acres Informal	Proposed Acres Informal	Min. Req'd. Acres Formal	Proposed Acres Formal	Min. Req'd. Acres Total	Proposed Open Space Total	Remaining Acres
Concept/Regulating Plan	97.00	104.00	35.00	43.00	132.00	147.00	**
Section 1	12.00	12.32	6.40	6.80	18.40	19.12	127.88
Section 2	23.54	24.80	11.77	13.60	35.31	38.40	89.48
Section 3	18.74	17.29	9.37	11.83	28.11	29.12	60.36



## Detached Residential Lot Tree Chart

The following aggregate caliper inches of canopy trees are required for each detached residential lot: (A lot tree chart shall be provided on the residential landscape plans showings how the required ACI shall be met for each individual residential lot. See example below.)

Lot Size	ACI Canopy Trees Required
Less than 10,000 square feet	6
10,001 – 30,000	12
30,001 and greater	18

## Detached Residential Lot Tree Chart

The following 3 inch caliper canopy trees are required for each lot:

Lot Number	Lot Size	ACI	# Trees
Lot 1	10,000 sf	6	2
Lot 2	12,500 sf	12	4
Lot 3	20,000 sf	12	4
Lot 4	30,000 sf	12	4
Lot 5	30,501 sf	18	6

## Specimen Tree Survey and Inventory:

**Example**

John Doe, ISA, Certified Arborist  
1234 Main Street  
Franklin, TN 37064  
Phone: (615) 555-5555  
Fax: (615) 444-4444  
[johndoe@emailaddress](mailto: johndoe@emailaddress)

**Existing Specimen Trees to be Removed (Unhealthy):**

Key	Size	Species	Condition
3	32"	Hackberry	Poor
4	40"	Maple	Poor
Total Unhealthy Trees to be Removed=			2
Total Caliper Inches of Unhealthy Trees to be removed=			72 inches

**Existing Trees to be Removed (Healthy):**

Key	Size	Species	Condition
1	32"	Hackberry	Good
2	48"	Hackberry	Fair
Total Healthy Trees to be Removed=			2
Total Caliper Inches of Healthy Trees to be removed=			80 inches

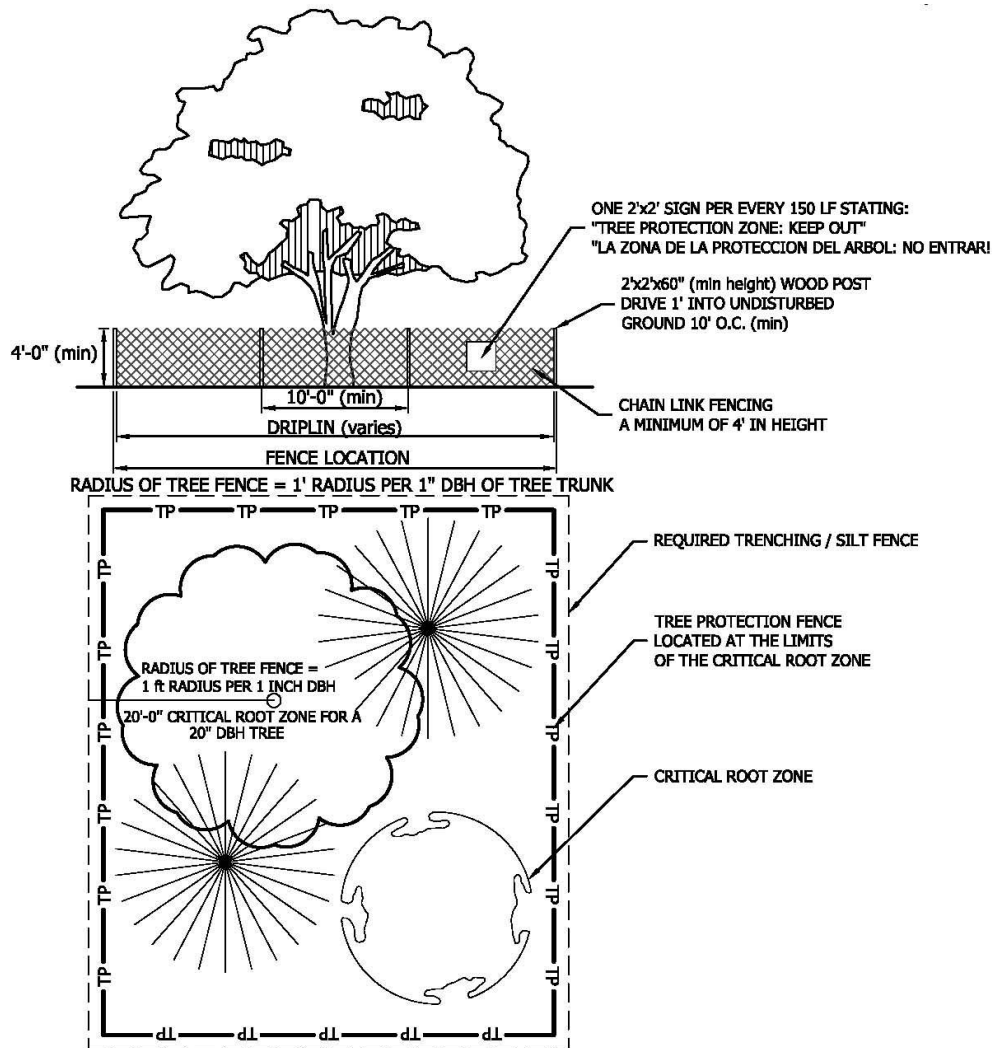
**Existing Trees to Remain:**

Key	Size	Species	Condition
5	28"	Maple	Good
6	10"	Dogwood	Good
Total Healthy Trees to be Remain=			2
Total Caliper Inches of Healthy Trees to Remain=			38 inches

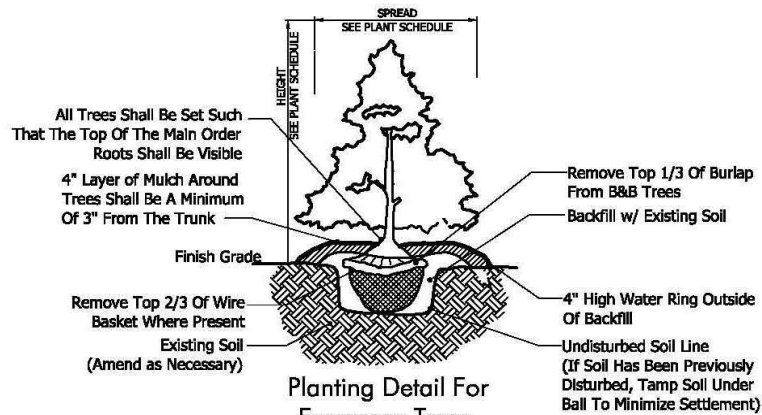
**Note:**  
All tree protection shall be in place prior to the issuance of a grading permit.

Install Tree Protection Fence

## Landscape Details and Examples

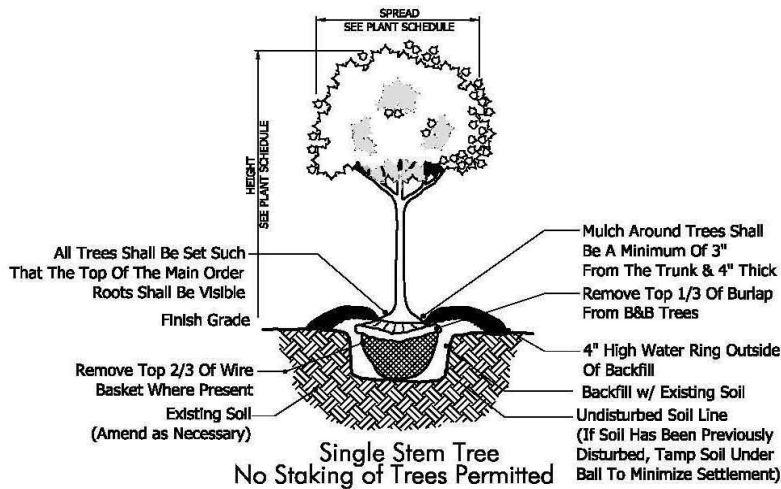


In addition to these details, a detail shall also be provided for the proposed root barrier to be used adjacent to the street trees.



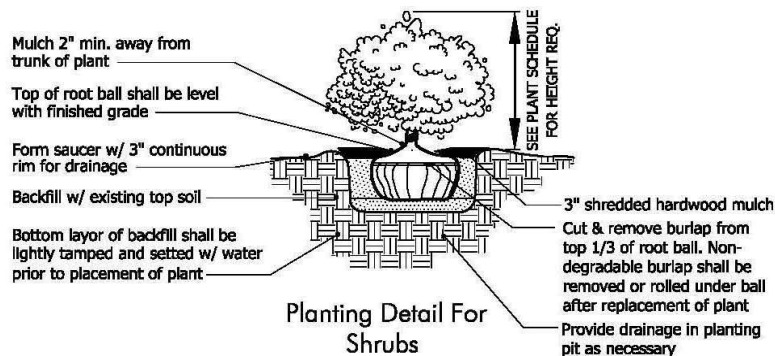
**NOTES:**

1. REMOVE ALL STRING &/OR WIRE WRAPPED AROUND TRUNK.
2. REMOVE ALL STRAPS, ROPES, WIRE, &/OR STRINGS USED TO LIFT THE ROOTBALL.
3. REMOVE ALL BURLAP &/OR WIRE FROM THE TOP OF THE ROOT BALL.
4. TOP OF ROOTBALL TO BE SET LEVEL WITH SURROUNDING FINISH GRADE.



**NOTES:**

1. REMOVE ALL STRING &/OR WIRE WRAPPED AROUND TRUNK.
2. REMOVE ALL STRAPS, ROPES, WIRE, &/OR STRINGS USED TO LIFT THE ROOTBALL.
3. REMOVE ALL BURLAP &/OR WIRE FROM THE TOP OF THE ROOT BALL.
4. TOP OF ROOTBALL TO BE SET LEVEL WITH SURROUNDING FINISH GRADE.



## Tree and Plant List

Per Section 5.4 of the *Zoning Ordinance*, plant materials placed on a site in partial compliance with the landscape requirements shall be from this list. It is encouraged that native plant material be used. Some native plants indicated with (‡) may only be appropriate for use in a landscape buffer or informal open space. Plants listed on the current edition of Tennessee Invasive Exotic Pest Plants shall not be accepted for compliance with landscape requirements. The city recommends removal of these invasive plant materials when found in areas of a site containing existing vegetation. The Tennessee Invasive Plant list may be found at [www.tneppc.org](http://www.tneppc.org).

The materials marked with an asterisk (\*) have been identified by the University of Tennessee's Agricultural Extension Service as materials that will tolerate drought stress better than most landscape plants. New landscape material needs to become well established, however, before they become effectively drought tolerant. Therefore, it is imperative that new plantings receive follow-up care until they are established. The materials marked with a (°) shall not be used near pedestrian areas.

Unless specified, all species include cultivars of that species. Cultivars shall meet the minimum height requirement for the category of material for which credit is requested. Additional material shall be accepted on a case-by-case basis. **Trees in the genus *Fraxinus* are no longer accepted toward landscape compliance.**

Tree Canopy (Tree Canopy Cover) shall be defined as the critical root zone of a tree or the area within the dripline of a tree, whichever is greater.

PROHIBITED FROM BEING USED TO MEET LANDSCAPE REQUIREMENTS	
Scientific Name	Common Name
<i>Pyrus calleryana</i>	Callery Pear
<i>Acer saccharinum</i>	Silver Maple

PROHIBITED FROM BEING USED AS SCREENING SHRUBS	
Scientific Name	Common Name
<i>Euonymus kiautschovicus</i>	Manhattan euonymous
<i>Abelia species</i>	Glossy Abelia

PERMITTED DECIDUOUS CANOPY TREES	
* - Drought tolerant plants as established by the University of Tennessee's Agricultural Extension Service ° - Shall not be used near pedestrian areas ‡ - May only be appropriate for use in a landscape buffer or informal open space	
Scientific Name	Common Name
<i>Acer rubrum</i>	Red Maple*
<i>Acer saccharum</i>	Sugar Maple
<i>Aesculus species</i>	Buckeye‡
<i>Betula nigra</i>	River Birch
<i>Carya illinoensis</i>	Pecan‡
<i>Carya species</i>	Hickories‡*

## PERMITTED DECIDUOUS CANOPY TREES

\* - Drought tolerant plants as established by the University of Tennessee's Agricultural Extension Service

° - Shall not be used near pedestrian areas

‡ - May only be appropriate for use in a landscape buffer or informal open space

Scientific Name	Common Name
Catalpa speciosa	Northern Catalpa‡
Celtis laevigata	Sugar Hackberry*
Celtis occidentalis	Hackberry*
Diospyros virginiana	Persimmon‡*
Fagus grandifolia	American Beech‡
Fagus sylvatica	European Beech‡
Ginkgo biloba	Ginkgo Tree*
Gymnocladus dioica	Kentucky Coffeetree‡*
Juglans nigra	Black Walnut‡*
Liquidambar styraciflua	Sweetgum
Liriodendron tulipifera	Tuliptree
Magnolia acuminata	Cucumbertree
Nyssa sylvatica	Blackgum*
Platanus acerifolia	London Planetree
Platanus occidentalis	Sycamore‡
Prunus serotina	Black Cherry‡
Robinia pseudoacacia	Black Locust‡*
Quercus acutissima	Sawtooth Oak
Quercus alba	White Oak
Quercus coccinea	Scarlet Oak*
Quercus falcata	Southern Red Oak*
Quercus lyrata	Overcup Oak*
Quercus macrocarpa	Bur Oak*
Quercus michauxii	Swamp Chestnut Oak
Quercus muehlenbergii	Chinkapin Oak
Quercus nigra	Water Oak
Quercus nuttalli	Nuttall Oak
Quercus pagoda	Cherrybark Oak
Quercus palustris	Pin Oak*□
Quercus phellos	Willow Oak*
Quercus prinus	Chestnut Oak*
Quercus rubra	Northern Red Oak*
Quercus shumardii	Shumard Oak*
Quercus stellata	Post Oak*
Quercus velutina	Black Oak*
Sassafras albidum	Sassafras*
Taxodium distichum	Baldcypress
Tilia americana	American Linden
Tilia cordata	Littleleaf Linden
Ulmus americana	American Elm*
Ulmus parvifolia	Chinese/Lacebark Elm* (Disease resistant varieties)
Zelkova serrata	Japanese Zelkova

PERMITTED DECIDUOUS UNDERSTORY TREES	
* - Drought tolerant plants as established by the University of Tennessee's Agricultural Extension Service ° - Shall not be used near pedestrian areas ‡ - May only be appropriate for use in a landscape buffer or informal open space	
Scientific Name	Common Name
Acer buergerianum	Trident Maple
Acer ginnala	Amur Maple
Acer palmatum	Japanese Maple (Must meet understory size requirements)
Acer pensylvanicum	Striped Maple
Acer spicatum	Mountain Maple
Aesculus pavia	Red Buckeye
Amelanchier arborea	Serviceberry
Asimina triloba	Pawpaw
Bumelia lycioides	Buckthorn Bumelia
Carpinus betulus	European Hornbeam
Carpinus caroliniana	Hornbeam
Cercis canadensis	Eastern Redbud
Chionanthus virginicus	Fringetree
Cladrastis kentukea	Yellowwood
Cornus florida	Flowering Dogwood
Cornus kousa	Kousa Dogwood
Cotinus obovatus	Smoketree
Crataegus phaenopyrum	Washington Hawthorne* °
Crataegus viridis 'Winter King'	Winter King Hawthorne °
Franklinia alatamaha	Franklin Tree
Halesia carolina	Carolina Silverbell
Hamamelis virginiana	Witch Hazel
Koeleruteria paniculata	Golden Raintree*
Magnolia x soulangiana	Saucer Magnolia
Malus species	Crabapple
Ostrya virginiana	Hophornbeam
Pistacia chinensis	Chinese Pistache
Prunus 'Okame'	Okame Cherry
Prunus x yedoensis	Yoshino Cherry
Rhus copallina	Shining Sumac‡*
Rhus typhina	Staghorn Sumac‡*
Styrax species	Snowbell
Symplocos tinctoria	Sweetleaf‡
Syringa reticulata 'Ivory Silk'	Lilac Tree

PERMITTED EVERGREEN CANOPY TREES	
* - Drought tolerant plants as established by the University of Tennessee's Agricultural Extension Service	
Scientific Name	Common Name
Abies concolor	White Fir
Cryptomeria japonica	Japanese Cryptomeria
Cupressocyparis leylandii	Leyland Cypress
Juniperus scopulorum	Rocky Mountain Juniper



<i>Juniperus virginiana</i>	Eastern Red Cedar*
<i>Magnolia grandiflora</i>	Southern Magnolia (Must meet canopy size requirements)
<i>Picea abies</i>	Norway Spruce
<i>Picea pungens</i>	Colorado Spruce
<i>Pinus bungeana</i>	Lacebark Pine
<i>Pinus echinata</i>	Shortleaf Pine*
<i>Pinus nigra</i>	Austrian Pine
<i>Pinus strobus</i>	White Pine*
<i>Pinus taeda</i>	Loblolly Pine*
<i>Pinus thunbergii</i>	Japanese Black Pine
<i>Pinus virginiana</i>	Virginia Pine*
<i>Thuja plicata</i>	Western Red Cedar
<i>Tsuga canadensis</i>	Canadian Hemlock
<i>Tsuga caroliniana</i>	Carolina Hemlock

PERMITTED EVERGREEN UNDERSTORY TREES	
* - Drought tolerant plants as established by the University of Tennessee's Agricultural Extension Service	
Scientific Name	Common Name
<i>Ilex opaca</i>	American Holly*
<i>Ilex latifolia</i>	Lusterleaf Holly
<i>Ilex</i> x 'Nellie R. Stevens'	Nellie R. Stevens Holly
<i>Ilex</i> x attenuata 'Fosteri'	Foster's Holly
<i>Ilex</i> x attenuate	'Savannah' Savannah Holly
<i>Magnolia grandiflora</i>	Southern Magnolia (Must meet understory size requirements)
<i>Magnolia virginiana</i>	Sweetbay Magnolia

PERMITTED SHRUBS	
‡ - May only be appropriate for use in a landscape buffer or informal open space	
Scientific Name	Common Name
<i>Abelia</i> species	Abelia
<i>Amorpha fruticosa</i>	Indigobush
<i>Aronia melanocarpa</i>	Black Chokeberry‡
<i>Aucuba japonica</i>	Japanese Aucuba
<i>Azalea</i> species	Azalea
<i>Berberis</i> species	Barberry (except <i>Berberis thunbergii</i> )
<i>Buxus</i> species	Boxwood
<i>Calycanthus floridus</i>	Sweetshrub
<i>Castanea pumila</i>	Allegheny Chinkapin
<i>Ceanothus americanus</i>	New Jersey Tea
<i>Cephalanthus occidentalis</i>	Buttonbush
<i>Chaenomeles speciosa</i>	Flowering Quince
<i>Cornus amomum</i>	Silky Dogwood
<i>Cornus</i> species	Dogwood
<i>Corylus americana</i>	Hazelnut‡

PERMITTED SHRUBS	
‡ - May only be appropriate for use in a landscape buffer or informal open space	
Scientific Name	Common Name
Dirca palustris	Leatherwood
Forsythia species	Forsythia
Fothergilla species	Fothergilla
Hamamelis species	Witch Hazel (species that meet shrub requirements)
Hydrangea arborescens	Wild Hydrangea
Hydrangea species	Hydrangea
Ilex species	Holly
Ilex verticillata	Winterberry
Itea virginica	Virginia Willow
Itea virginica	'Henry's Garnet' Red Virginia Sweetspire
Juniperus species	Juniper* (species that meet shrub requirements)
Kalmia latifolia	Mountain Laurel
Lagerstroemia species	Crepe Myrtle
Ligustrum species	Ligustrum (except L. sinense, L. vulgare, L. japonicom)
Lindera benzoin	Spicebush
Magnolia species	Magnolia (species that meet shrub requirements)
Physocarpus opulifolius	Ninebark
Pieris japonica	Japanese Andromeda
Prunus species	Cherry Laurel (species that meet shrub requirements)
Pyracantha coccinea	Scarlet Firethorn
Rhododendron species	Rhododendron, Azalea
Rhus aromatica	Fragrant Sumac
Rhus glabra	Smooth Sumac‡
Rosa palustris	Swamp Rose
Rosa species	Knock Out and Carefree Rose
Sambucus canadensis	Elderberry‡
Spiraea species	Spirea (except Spiraea japonica and cultivars)
Staphylea trifolia	Bladdernut‡
Syringa vulgaris	Common Lilac
Taxus species	Yew
Viburnum species	Viburnum
Viburnum acerifolium	Maple leaf Viburnum‡
Vitex agnus-castus	Chastetree

## Appendix F: Checklists & Submittal Requirements

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See checklists for submittal requirements. Contact the Department of Planning and Sustainability for the latest version of the Checklist for the different plan types.

### **Site Data Chart**

The following Site Data Chart is required for all submittals except Preliminary and Final Plats.

SITE DATA CHART
PROJECT NAME:
PROJECT #:
SUBDIVISION:
LOT NUMBER:
ADDRESS:
CITY:
COUNTY:
STATE:
CIVIL DISTRICT:
EXISTING ZONING AND CHARACTER AREA OVERLAY:
OTHER APPLICABLE OVERLAYS:
APPLICABLE DEVELOPMENT STANDARD:
ACREAGE OF SITE:
SQUARE FOOTAGE OF SITE:
MINIMUM REQUIRED SETBACK LINES:
Yard fronting on any street:
Side yard:
Rear yard:
OWNER:
Address:
Phone No.:
Fax No.:
E-mail address:
Contact Name:
APPLICANT:
Address:
Phone No.:
Fax No.:
E-mail address:
Contact Name:
BUILDING SQUARE FOOTAGE:
BUILDING HEIGHT:
FLOOR AREA RATIO OF SITE:
LANDSCAPE SURFACE RATIO:
MINIMUM LANDSCAPE SURFACE RATIO
MINIMUM PARKING REQUIREMENT:
MAXIMUM PARKING LIMIT:
PARKING PROVIDED:
RESIDENTIAL DENSITY:
TREE CANOPY:
PARKLAND:
OPEN SPACE:

## Plan Submittal Requirements

The following requirements apply to all Administrative or Planning Commission submittals:

PAPER SUBMITTAL REQUIREMENTS		
1	All plan copies shall be blue line or black line prints	
2	Each plan set shall be stapled	
3	The applicant shall provide 9 plan set copies: One (1) set shall be full size (not larger than 36 inches x 48 inches), and 9 sets shall be reductions not larger than 11 inches x 17 inches	
4	Each plan set shall be folded to a size not greater than 11 inches x 14 inches	
5	Each plan set shall be folded so that the title block is visible	

## Electronic Submittals

Electronic copies shall be included with all Administrative or Planning Commission submittals, as well as any Post-PC submittals, and shall meet the following requirements:

ELECTRONIC SUBMITTAL REQUIREMENTS		
1	The applicant shall submit one (1), multipage PDF for all plan sheets. This PDF file shall be oriented as landscape and shall be created at minimum resolution of 200 dpi. All other calculations and documents that are required of the submittal (these shall be designated at the Pre-application Conference for the project) shall be combined into one (1) additional, multipage PDF. All elements of the submittal shall be included in an electronic transmittal letter along with the application for the project and Pre-Application Form.	
2	The multipage PDF for plan sheets shall have each sheet bookmarked with the same notation that the sheet is called out as on the cover sheet of the plan set.	
3	Plan sheets shall be 24 inches x 36 inches for concept plans, rezoning plans, regulating plans, and site plans. The drawings shall be drawn to scale as previously noted in the applicable checklist. Deviations from this standard are acceptable with prior authorization from the Department of Planning and Sustainability.	
4	Plan sheets for plats shall be 18 inches x 24 inches and the drawings shall be drawn to scale as previously noted in the applicable checklist.	
5	These files shall be included on a CD-ROM. The CD-ROM containing the submittal shall be labeled with the project identification number (once issued), the submittal date, project name, and the contact person's name, as per the applicable checklist.	
6	In the case of Final Plats, the applicant shall provide electronic versions of all Final Plats in DXF or AutoCADr14 formats in addition to the PDF specification detailed above.	
7	Electronic Submittals shall also be required of all Post-Planning Commission plans or plats.	

# Rezoning Checklist

Contact the Department of Planning and Sustainability for the latest version of the Checklist for the different plan types.

The following checklist depicts the submittal requirements for the Rezoning process:

REZONING		
*Submittals should include ten (10) paper copies of the listed items and one (1) electronic copy.		
**All plans are required to be sealed, signed and dated by professionals licensed in the state of Tennessee and in accordance with state law and City of Franklin requirements.		
<b>A. Preliminary Information</b>		
1	Pre-application Conference Form / Project Application (shall be included with all submittals)	
2	Submit a nonrefundable Rezoning Application fee at the time the request is submitted. NO REZONING REQUEST WILL BE REVIEWED UNTIL THE FEE IS PAID.	
3	<p>The applicant shall notify, by mail, property owners adjacent to the site:</p> <p>For property under two (2) acres, notification is required for property owners located within 100 feet of any proposed development requiring the submittal of a rezoning proposal. The notification shall be in accordance with section 2.3.8 of the <i>Zoning Ordinance</i>.</p> <p>For property two (2) or more acres, notification is required for property owners located within 500 feet of any proposed development requiring the submittal of a rezoning proposal. The notification shall be in accordance with section 2.3.8 of the <i>Zoning Ordinance</i>.</p>	
<b>B. General Information (Required on all applicable sheets of the submittal)</b>		
4	Date	
5	North Arrow and graphic scale	
6	Site Location / Vicinity Map	
7	Name of Proposed development	
8	City of Franklin Project Number	
9	Contact information for professional(s) preparing the plans	
10	All plans sealed, signed and dated by Tennessee licensed professional(s)	
11	The applicant shall provide any additional information, as determined by the City Staff, that will be necessary to obtain a adequate review by the City staff and the FMPC.	
12	Names, addresses, email and telephone numbers of the owner and the applicant. Where these are designated as a partnership, corporation or other business venture, then the names and addresses of all individual parties, officers, directors and/or beneficial owners holding more than a 5-percent interest in the project shall be identified.	
<b>C. Submittal Components</b>		
13	The length of the boundaries of the site measured to the nearest foot, as surveyed by a Registered Land Surveyor. Site identification shall include a list, by tax map and parcel number, of all parcels to be rezoned.	
14	The applicant shall submit a written legal description of the site, commencing at a point on a public right-of-way and referencing the Tax Map and Parcel Number. The written legal description shall be submitted electronically, as well.	
15	All base and overlay zoning districts including character areas within 500' of site	
16	Existing Zoning of the site, Proposed Zoning of the site, and Development Standard designation of the site (Traditional/Conventional).	
17	Hillside/Hillcrest Overlay District and associated 500-foot buffer location and limits	
18	Watercourses, conveyances, springs (perennial only), Water bodies, Floodway Fringe Boundary. Floodway (FW) and Floodway Fringe (FF) boundaries, wetlands, and drainage basin where the site is located.	

19	Most-recent aerial photo (or comparable document) depicting existing tree canopy cover and percent of site under existing tree cover. Show and label areas of existing vegetation with the % of canopy cover of each area.	
20	Acreage of the site	
21	Name, address, telephone, and e-mail address of land owner	
22	Names of all subdivisions and land owners owning lots adjacent to the site	
23	Existing structures and buildings, including the exact locations, dimensions, dates of construction and architectural styles of historical structures and sites, original accesses to historical structures and sites, and proposed plans for all structures, buildings and sites.	
24	Existing land uses on the site and surrounding parcels within 500' of the site	
25	Planned development within 500' of the site (consisting of approved, but not yet complete development)	
26	Railroad infrastructure and rights-of-way	
27	Mineral rights (if held by parties other than the owner of record)	
28	All historic properties within 500' of site	
<b>D. Statement of Impacts. A statement describing the probable impact of the rezoning on all of the following:</b>		
29	Water facilities.	
30	Sewer facilities.	
31	Repurified (reuse) water facilities.	
32	Street Network, as shown on the major thoroughfare plan.	
33	Drainage facilities.	
34	Police, fire, and recreational facilities. (Provide driving distance to the nearest police, fire, and recreational facilities.)	
35	Projected student population necessitated by development of the site; if no on-site schools are proposed, then the driving distance to the nearest schools, by type and classroom availability. A statement verifying these figures and confirming the availability of existing facilities shall be obtained from the appropriate school superintendents.	
36	A general statement addressing refuse storage and sanitation collection facilities proposed for the development.	
37	A general statement indicating the substance of restrictive covenants, architectural controls grants of easements or other restrictions imposed, or to be imposed, upon the uses of the land, buildings and structures in the development, including proposed easements for utilities and greenbelts.	
<b>E. Supporting Studies and Information</b>		
38	Traffic Impact Analysis (if required by City Engineer)	
39	Estimated amount of total trip generation (if required by City Engineer)	



# PUD Concept Plan Checklist

Contact the Department of Planning and Sustainability for the latest version of the Checklist for the different plan types.

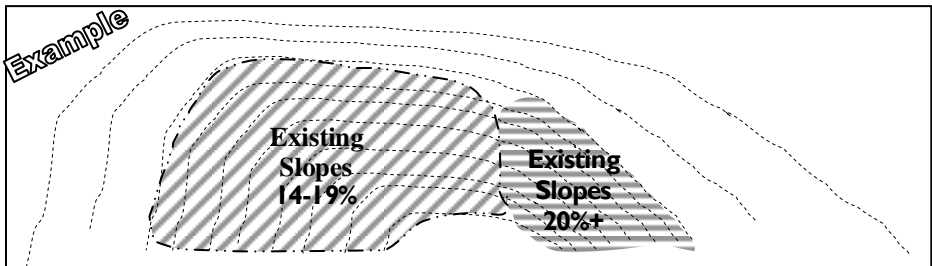
The following checklist depicts the submittal requirements for the PUD Concept Plan stage of the PUD process:

PUD CONCEPT PLAN STAGE		
*Submittals should include ten (10) paper copies of the listed items and one (1) electronic copy.		
**All plans are required to be sealed, signed and dated by professionals licensed in the state of Tennessee and in accordance with state law and City of Franklin requirements.		
<b>A. Preliminary Information</b>		
1	Minutes from preliminary concept meeting(s)	
2	Minutes from pre-application conference(s)	
3	Comments from conceptual project workshop	
4	<p>The applicant shall notify, by mail, property owners adjacent to the site:</p> <p>For property under two (2) acres, notification is required for property owners located within 100 feet of any proposed development requiring the submittal of a rezoning proposal. The notification shall be in accordance with section 2.3.8 of the <i>Zoning Ordinance</i>.</p> <p>For property two (2) or more acres, notification is required for property owners located within 500 feet of any proposed development requiring the submittal of a rezoning proposal. The notification shall be in accordance with section 2.3.8 of the <i>Zoning Ordinance</i>.</p>	
<b>B. General Information</b>		
5	Application form and fee submitted to the Department of Planning and Sustainability	
6	Civil district	
7	Name of proposed development	
8	The names and addresses of all individual parties, officers, directors and/or beneficial owners holding more than a five-percent interest in the project where the land owner is a partnership, corporation, or other business venture shall be identified.	
9	Names, addresses, telephone numbers, fax numbers, and seals of all professionals participating in the development application process	
10	The project name and the city's project identification number on each page (assigned following initial submittal)	
11	Affidavit of public notice provision	
12	All information determined to be necessary by the Department of Planning and Sustainability	
13	In-lieu fee requests (if applicable)	
14	Date	
15	Request of Modification of standards, if any.	
16	Existing zoning and density.	
17	Applicants shall contact the Department of Planning and Sustainability to schedule a pre-application conference at which review procedures will be explained. It shall be the responsibility of the applicant to become familiar with the regulations, policies, and procedures of the city. At the pre-application conference, the applicant shall designate one (1) contact person to work with the Department of Planning and Sustainability for the duration of the project.	
18	Phasing schedule, including expected commencement date by phase, anticipated rate of development, and estimated date of completion by phase. Development milestones such as dwelling units, nonresidential building square footage, or significant off-site improvements are appropriate substitutions for dates.	
19	<b>FMPC Application:</b> Submittals that do not include a completed FMPC application shall not be accepted for review.	
<b>C. Description and Justification</b>		
20	Written legal description of the site, commencing at a point on a public right-of-way, and referencing the appropriate tax	

## PUD CONCEPT PLAN STAGE

\*Submittals should include ten (10) paper copies of the listed items and one (1) electronic copy.

\*\*All plans are required to be sealed, signed and dated by professionals licensed in the state of Tennessee and in accordance with state law and City of Franklin requirements.

	map and parcel number(s)	
21	Description of how the proposed development complies with the objectives of the FLUP, including the guiding principles, character area, special area, and design concepts	
22	Statement of planning objectives and development character	
23	Description of the design concepts (if any) and design standards (traditional or conventional) being proposed	
24	Written description or graphical depiction of transitional features	
25	Statement or graphical depiction of how the proposed development will relate and remain compatible with its surroundings	
<b>D. Statement of Expected Project Impact</b>		
26	Water utility district(s) and maximum capacity (in gallons per day) where site is located	
27	Statement describing the anticipated impact on water, sewer, re-purified (re-use) water, and drainage facilities, including expected needs in total gallons per day	
28	Statement describing the anticipated impact on streets shown in the Major Thoroughfare Plan, the Local Street Plan, or the Bike Pedestrian Plan	
29	Statement describing the anticipated impact on police, fire, solid waste, and public recreational facilities	
30	Static and residual pressures at nearest fire hydrant	
31	Affected school districts and projected impacts on student population resulting from the change (categorized by elementary, middle, and high school impacts)	
<b>E. Vicinity Plan</b>		
32	Date	
33	North Arrow	
34	Corporate limits (if within 1/2 mile of site)	
35	Site location. Key map drawn to a scale of 1 inch equals 1,000 feet, which shall include streets and corporate limit lines within a 1/2 mile radius of the site, and boundaries and number of acres in the drainage basins within which the project will be located.	
36	Names and addresses of property owners within 500 feet of the property as shown on the most recent tax records, including the map, group and parcel numbers of adjacent properties, and boundary lines of adjacent properties shown with dashed lines.	
37	Tax map, group, and parcel number(s) of site	
<b>F. Existing Conditions Plan</b>		
38	Date	
39	Existing topography showing vertical intervals at five (5) feet, except that, in areas where existing slopes exceed ten (10) percent, contour intervals shall be ten (10) feet.	
40	Geologic formations, including: rock outcrops, cliffs, karst topography. Existing physical features map, including geological formations or structures; watercourses; water bodies; marshes; existing streets and railroads; existing utility easements, and mineral rights shall be shown. Soils map, based upon data from the United States Soil Conservation Service, or other acceptable standards.	
41	<p>Natural or man-made slopes of 14% to 19.99%. Existing natural slopes ranging between fourteen (14) and nineteen (19) percent, and slopes twenty (20) percent or greater, shall be graphically indicated and labeled. Development on natural slopes of twenty (20) percent or greater is prohibited.</p> 	

## PUD CONCEPT PLAN STAGE

\*Submittals should include ten (10) paper copies of the listed items and one (1) electronic copy.

\*\*All plans are required to be sealed, signed and dated by professionals licensed in the state of Tennessee and in accordance with state law and City of Franklin requirements.

42	Hillside/Hillcrest Overlay District and associated 500-foot buffer location and limits	
43	Watercourses, conveyances, and springs (perennial only)	
44	Water bodies	
45	Floodway Fringe Boundary. Floodway (FW) and Floodway Fringe (FF) boundaries, wetlands, and drainage basin where the site is located.	
46	Most-recent aerial photo (or comparable document) depicting existing tree canopy cover and percent of site under existing tree cover. Show existing vegetation with delineation of % of tree canopy cover.	
47	Acreage and square footage of the site to include total acreage of all uses, total acreage of each use and acreage of each section.	
48	All base and overlay zoning districts including character areas within 500' of site	
49	Identify development area standards for the site and adjacent parcels	
50	Parcel boundaries of all parcels adjacent to the site and within 500' of site shall be shown with United States Geological Survey contours.	
51	Name, address, telephone, and e-mail address of land owner	
52	Names of all subdivisions and land owners owning lots adjacent to the site	
53	Planned road network (including street names if available) within 1,500' of site (as indicated on the Franklin Major Thoroughfare Plan). Street classification of each street within or adjacent to the development in accordance with intended use based on design, such as local, collector or arterial, which shall be shown within parentheses next to the existing and proposed street names, including total trip generation projected for the development	
54	Existing structures and buildings, including the exact locations, dimensions, dates of construction and architectural styles of historical structures and sites, original accesses to historical structures and sites, and proposed plans for all structures, buildings and sites.	
55	Existing land uses on the site and surrounding parcels within 500' of the site	
56	Planned development within 500' of the site (consisting of approved, but not yet complete development)	
57	Railroad infrastructure and rights-of-way	
58	All easements (including drainage) with dimensions and designation as to type	
59	Mineral rights (if held by parties other than the owner of record)	
60	All historic properties within 500' of site	
61	Location and description (including date of construction and architectural style) of all historic structures or site features	
62	Location and description of all existing man-made structures and site features (including utilities) both above and below ground	
<b>H. Concept Plan</b>		
63	Date	
64	Length of project boundaries (including bearings and angles)	
65	Total acreage of the site	
66	Proposed land uses on the entire site (including total acreage by use classification) using the terminology.	
67	Total proposed gross and net density of each section	
68	Maximum potential number of residential units by type	
69	Maximum potential amount of nonresidential square footage	
70	Generalized site layout diagram, including approximate street network and approximate location of land uses shown as zones or "bubbles"	
71	General Block layout, including connectors to existing streets and stub-outs, as well as the minimum Connectivity Index Score.	
72	Location and acreage of major common open space areas, including minimum open space, buffers and parkland dedication requirements	
73	Generalized location of public facilities (schools, government buildings, churches, etc.)	
74	Proposed park land dedication, if required <b>(Regulating Plan stage unless payment-in-lieu is proposed, then</b>	

### PUD CONCEPT PLAN STAGE

\*Submittals should include ten (10) paper copies of the listed items and one (1) electronic copy.

\*\*All plans are required to be sealed, signed and dated by professionals licensed in the state of Tennessee and in accordance with state law and City of Franklin requirements.

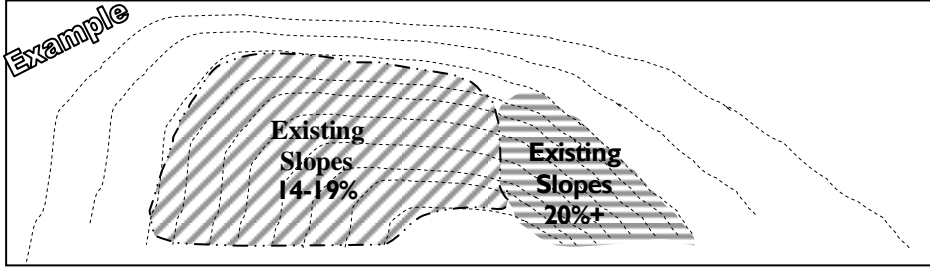
	<b>statement of intent required)</b>	
75	Generalized phasing plan or designation of development phases	
76	A conceptual stormwater management plan demonstrating compliance with the city's stormwater ordinance, and BMP manual	

# PUD Regulating Plan Checklist

Contact the Department of Planning and Sustainability for the latest version of the Checklist for the different plan types.

The following checklist depicts the submittal requirements for the Regulating Plan stage of the PUD process:

PUD REGULATING PLAN STAGE		
*Submittals should include ten (10) paper copies of the listed items and one (1) electronic copy.		
**All plans are required to be sealed, signed and dated by professionals licensed in the state of Tennessee and in accordance with state law and City of Franklin requirements.		
<b>A. Preliminary Information</b>		
1	Pre-application Conference Form / Project Application (shall be included with all submittals)	
2	Documentation on any modifications of standards granted with concept plan approval. Documentation of any new requests for modifications of standards with the regulating plan submittal.	
3	Copy of the approved concept plan revised to meet conditions of approval and including the FMPC and BOMA conditions of approval on the plan. The date of the BOMA approval shall also be included.	
4	Conceptual regulating section plan if more than one regulating plan is to be submitted. Take down charts shall be provided for the land use data and open space requirements when multiple sections are proposed.	
5	Submit a nonrefundable regulating plan review fee at the time the plan is submitted. NO REGULATING PLAN WILL BE REVIEWED UNTIL THE FEE IS PAID	
<b>B. General Information (Required on all applicable sheets of the submittal)</b>		
6	Cover sheet, required for all plan submittals, including the applicable information listed below and a sheet index for all sheets included in the submittal set.	
7	Date	
8	North Arrow and graphic scale	
9	Site Location / Vicinity Map	
10	Name of Proposed development	
11	City of Franklin Project number	
12	Contact information for professional(s) preparing the plans	
13	All plans sealed, signed and dated by Tennessee licensed professional(s)	
14	The applicant shall provide any additional information, as determined by the City Staff, that will be necessary to obtain a adequate review by the City staff and the FMPC.	
<b>C. Existing Conditions Plan (as described in the Concept Plan submittal checklist except more detailed) All applicable items shall be shown and labeled.</b>		
15	Existing topography showing vertical intervals at two (2) feet, except that, in areas where existing slopes exceed ten (10) percent, contour intervals shall be ten (10) feet.	
16	Geologic formations, including: rock outcrops, cliffs, karst topography. Existing Conditions Plan, including geological formations or structures; watercourses; water bodies; marshes; existing streets and railroads; existing utility easements, and mineral rights shall be shown. Soils map, based upon data from the United States Soil Conservation Service, or other acceptable standards.	
17	Natural or man-made slopes of 14% to 19.99%. Existing natural slopes ranging between fourteen (14) and nineteen (19) percent, and slopes twenty (20) percent or greater, shall be graphically indicated and labeled. Development on natural slopes of twenty (20) percent or greater is prohibited.	

		
18	Hillside/Hillcrest Overlay District and associated 500-foot buffer location and limits	
19	Watercourses, conveyances, springs (perennial only), Water bodies, Floodway Fringe Boundary. Floodway (FW) and Floodway Fringe (FF) boundaries, wetlands, and drainage basin where the site is located.	
20	Most-recent aerial photo (or comparable document) depicting existing tree canopy cover and percent of site under existing tree cover. Show and label areas of existing vegetation with the % of canopy cover of each area.	
21	Acreage and square footage of the site to include total acreage of all uses, total acreage of each use and acreage of each section.	
22	All base and overlay zoning districts including character areas within 500' of site	
23	Identify development area standards for the site and adjacent parcels (Traditional or Conventional)	
24	Parcel boundaries of all parcels adjacent to the site and within 500' of site shall be shown with United States Geological Survey contours.	
25	Name, address, telephone, and e-mail address of land owner	
26	Names of all subdivisions and land owners owning lots adjacent to the site	
27	Planned road network (including street names if available) within 1,500' of site (as indicated on the Franklin Major Thoroughfare Plan). Street classification of each street within or adjacent to the development in accordance with intended use based on design, such as local, collector or arterial, which shall be shown within parentheses next to the existing and proposed street names, including total trip generation projected for the development	
28	Existing structures and buildings, including the exact locations, dimensions, dates of construction and architectural styles of historical structures and sites, original accesses to historical structures and sites, and proposed plans for all structures, buildings and sites.	
29	Existing land uses on the site and surrounding parcels within 500' of the site	
30	Planned development within 500' of the site (consisting of approved, but not yet complete development)	
31	Railroad infrastructure and rights-of-way	
32	All easements (including drainage) with dimensions and designation as to type	
33	Mineral rights (if held by parties other than the owner of record)	
34	All historic properties within 500' of site	
35	Location and description (including date of construction and architectural style) of all historic structures or site features	
36	Location and description of all existing man-made structures and site features (including utilities) both above and below ground	
<b>D. Regulating Plan(s) and Pattern Book (Some items may be addressed either in the pattern book (PB) or on the plan portion of the regulating plan (RP) submittal.) The regulating plan is more detailed then the concept plan.</b>		
37	Site Data Chart (see page 5) <b>(RP)</b>	
38	Survey of entire project showing all boundaries, bearings, and calls <b>(RP)</b>	
39	Approximate lot lines. An alternative to providing approximate lot lines is to develop a system to permit certain land-uses by zones. Examples include the New Urbanism Transect. <b>(RP)</b>	
40	Number of residential units by use type <b>(PB/RP)</b>	
41	Amount of nonresidential square footage by use type <b>(PB/RP)</b>	
42	Traffic/pedestrian circulation system, including right-of-way widths <b>(PB/RP)</b>	
43	Proposed street and alley rights-of-way widths (with names where available) in the proposed project <b>(PB/RP)</b>	
44	Proposed connections to existing and proposed streets located outside the development <b>(RP)</b>	



45	Proposed traffic calming features <b>(RP)</b>	
46	Depiction of circulation systems, including vehicular, pedestrian, and transit (if applicable) <b>(PB/RP)</b>	
47	Connectivity index score <b>(PB/RP)</b>	
48	Description indicating substance of restrictive covenants, architectural controls, other restrictions imposed, or to be imposed, upon the uses of land, buildings and structures and property owner's association documentation, including maintenance agreements. <b>(PB/RP)</b>	
49	All land-uses of adjoining properties. <b>(PB/RP)</b>	
50	Transitional features (See Subsection 5.3.4 of the <i>Zoning Ordinance</i> .) and design elements along PUD perimeter proposed to maintain compatibility with surrounding development <b>(RP)</b>	
51	General location of buildings, parking and loading areas. For larger developments, typical lots may satisfy this requirement.	
52	Square footage and height of all proposed buildings. Ranges are appropriate for larger developments.	
53	Building renderings showing façade details (including fenestration, and massing details)	
54	General location of refuse collection & service areas <b>(RP)</b>	
55	General location of existing and proposed utilities, including water and sewer lines, electrical transmission lines, stormwater management facilities, and ground-based utility vaults larger than ten square feet <b>(RP)</b>	
56	All fences and walls, with estimated heights. <b>(RP)</b>	
57	Stormwater management regulating plan <b>(RP)</b>	
58	Tree protection area(s) and location of all specimen trees and limits of development/disturbance <b>(RP)</b>	
59	Open space resources, including phasing and designation of formal and informal areas <b>(RP)</b>	
60	Proposed park land dedication, if required <b>(RP unless payment-in-lieu is proposed, then statement of intent required)</b>	
61	Phasing schedule, including expected commencement date by phase, anticipated rate of development, and estimated date of completion by phase. Development milestones such as dwelling units, nonresidential building square footage, or significant off-site improvements are appropriate substitutions for dates. <b>(PB/RP)</b>	
62	General Lighting Plan or statement of lighting intent <b>(PB/RP)</b>	
63	Rough grading: Based on existing topographical map at 2-foot contour intervals, except that, in areas where slopes exceed 10 percent, contour intervals may be 10 feet. A reference benchmark shall be clearly designated. Also, <b>proposed grading showing vertical intervals at five (5) feet, except that, in areas where existing slopes exceed ten (10) percent, contour intervals shall be ten (10) feet. (RP)</b>	
64	Natural or man-made slopes of 14% to 19.99%. Existing natural slopes ranging between fourteen (14) and nineteen (19) percent, and slopes twenty (20) percent or greater, shall be graphically indicated and labeled. Development on natural slopes of twenty (20) percent or greater is prohibited. <b>(RP)</b>	
65	Unified signage plan details (color, materials, mounting styles, illumination) <b>(PB/RP)</b>	
<b>E. Supporting Studies and Information</b>		
66	Traffic Impact Analysis (if required by City Engineer)	
67	Estimated amount of total trip generation	
68	Documentation from Williamson County and the City of Franklin approving proposed street names	
69	Projected student population necessitated by development of the site; if no on-site schools are proposed, then the driving distance to the nearest schools, by type and classroom availability. A statement verifying these figures and confirming the availability of existing facilities shall be obtained from the appropriate school superintendents.	

# Preliminary Plat Checklist

Contact the Department of Planning and Sustainability for the latest version of the Checklist for the different plan types.

The following checklist depicts the submittal requirements for Preliminary Plats:

PRELIMINARY PLAT STAGE		
<p>*Submittals should include ten (10) paper copies of the listed items and one (1) electronic copy.</p> <p>**All plans are required to be sealed, signed and dated by professionals licensed in the state of Tennessee and in accordance with state law and City of Franklin requirements.</p>		
<b>A. Preliminary Information</b>		
1	Pre-application Conference Form / Project Application (shall be included with all submittals)	
2	Minutes from pre-application conference(s)	
3	Submit a nonrefundable regulating plan review fee at the time the plan is submitted. NO PLAN OR PLAT WILL BE REVIEWED UNTIL THE FEE IS PAID.	
4	The applicant shall notify, by mail, property owners located within 500 feet of the subject property and to applicable registered neighborhood organizations in accordance with Section 4.1.1. of the City of Franklin <i>Subdivision Regulations</i> .	
<b>B. General Information</b>		
5	Cover sheet, required for all plan submittals, including the applicable information listed below and a sheet index for all sheets included in the submittal set.	
6	Date	
7	North Arrow and graphic scale	
8	Site Location / Vicinity Map	
9	Name of proposed subdivision	
10	City of Franklin Project number	
11	The names and addresses of all individual parties, officers, directors and/or beneficial owners and subdividers holding more than a five-percent interest in the project shall be listed where the land owner or subdivider is a partnership, corporation or other business venture	
12	Contact information for professional(s) preparing the plans	
13	All plans sealed, signed and dated by Tennessee licensed professional(s)	
14	The applicant shall provide any additional information, as determined by the City Staff that will be necessary to obtain an adequate review by the City staff and the FMPC.	
<b>C. Statement of Expected Project Impact</b>		
15	A verbal or written description of the location and scope of the proposed project	
16	Water utility district(s) and maximum capacity (in gallons per day) where site is located	
17	Statement describing the anticipated impact on water, sewer, re-purified (re-use) water, and drainage facilities, including expected needs in total gallons per day	
18	Statement describing the anticipated impact on streets shown in the Major Thoroughfare Plan	
19	Statement describing the anticipated impact on police, fire, solid waste, and public recreational facilities (include driving distances from nearest police and fire facilities)	
20	Static and residual pressures at nearest fire hydrant	
21	Affected school districts and projected impacts on student population resulting from the change (categorized by elementary, middle, and high school impacts)	
<b>D. Existing Conditions Plan</b>		

### PRELIMINARY PLAT STAGE

\*Submittals should include ten (10) paper copies of the listed items and one (1) electronic copy.

\*\*All plans are required to be sealed, signed and dated by professionals licensed in the state of Tennessee and in accordance with state law and City of Franklin requirements.

22	Topographic contours at 2' intervals of site and surrounding lands within 500' of the site	
23	Geologic formations, including: rock outcrops, cliffs, karst topography	
24	Natural or man-made slopes of 14% to 19.99%	
25	Areas with slopes of 20% or more	
26	Hillside/Hillcrest Overlay District and associated 500-foot buffer location and limits	
27	Watercourses, conveyances, and springs (perennial only)	
28	Water bodies and wetlands	
29	Floodway Boundary (including depiction of 100-year Floodplain) and Floodway Fringe Boundary	
30	Drainage basin(s) where the site is located	
31	Most-recent aerial photo (or comparable document) depicting existing tree canopy cover and percent of site under existing tree cover. Show existing vegetation with delineation of percent of tree canopy cover.	
32	Location and caliper of all specimen trees	
33	Acreage and square footage of the site	
34	All base and overlay zoning districts, including character area overlay districts, within 500' of site	
35	Show and label development area standards (traditional or conventional) for the site and adjacent parcels	
36	Civil district	
37	Parcel boundaries of all parcels adjacent to the site and within 500' of site	
38	Name, address, telephone, and e-mail address of land owner	
39	Names of all subdivisions and land owners owning lots adjacent to the site	
40	Existing road rights-of-way and street names within 500' of site	
41	Planned road network (including street names if available) within 1,500' of site (as indicated on the Franklin Major Thoroughfare Plan)	
42	Existing land uses on the site and surrounding parcels within 500' of the site	
43	Planned development within 500' of the site (consisting of approved, but not yet complete development)	
44	Railroad infrastructure and rights-of-way	
45	All easements (including drainage) with dimensions and designation as to type	
46	Mineral rights (if held by parties other than the owner of record)	
47	All historic properties within 500' of site	
48	Location and description (including date of construction and architectural style) of all historic structures or site features	
49	Location and description of all existing man-made structures and site features (including utilities) both above and below ground	
<b>E. Preliminary Plat</b>		
50	Name of development and all individual neighborhoods within subdivision (if applicable)	
51	Survey, sealed by a professional land surveyor, that includes all boundaries, angles, bearings, and calls	
52	Preliminary lot lines, square footage, and dimensions to the nearest foot	
53	Total acreage of the site	
54	Written legal description of the site, commencing at a point on a public right-of-way, and referencing the appropriate tax map and parcel number(s)	
55	Length of project boundaries (including bearings and angles)	
56	Preliminary lot numbers	
57	Minimum and maximum setback or build-to lines; however, building envelopes shall NOT be shown	
58	Total proposed gross and net density	
59	Proposed land uses on the site (including total acreage by use classification)	
60	Location and acreage of tree protection zones	

### PRELIMINARY PLAT STAGE

\*Submittals should include ten (10) paper copies of the listed items and one (1) electronic copy.

\*\*All plans are required to be sealed, signed and dated by professionals licensed in the state of Tennessee and in accordance with state law and City of Franklin requirements.

61	Location and acreage of major common open space areas, including minimum open space, buffers, and parkland dedication requirements	
62	Proposed street and alley rights-of-way widths and classification (with names where available) in the proposed project	
63	Proposed connections to existing and proposed streets (including street classification) located outside the development	
64	Dimension from nearest existing street intersection centerline to the nearest lot line	
65	Depiction of circulation systems, including vehicular, pedestrian, emergency, and transit (if applicable)	
66	Connectivity index score	
67	All site triangles	
68	Proposed street light location and metering points (including seal and signature of electrical engineer)	
69	Street light details, including height, pole color and type, light color, and fixture type	
70	Stormwater management devices, including existing/proposed water courses, channels, surface/sub-surface conveyance devices, and BMPs	
71	Proposed utility easements and utility features, including: water lines, fire hydrants, sanitary sewer, lift/pump stations, storm sewers, culverts, outfalls, ground-based utility vaults larger than 10 square feet, or water towers	
<b>F. Supporting Information</b>		
72	Traffic Impact Analysis (if required by City Engineer)	
73	Addressing Plan and CADD file	
74	Documentation from Williamson County Emergency Management indicating approval of proposed subdivision and street names	

# Final Plat Checklist

Contact the Department of Planning and Sustainability for the latest version of the Checklist for the different plan types.

The following checklist depicts the submittal requirements for Final Plats:

FINAL PLAT CHECKLIST		
*Submittals should include ten (10) paper copies of the listed items and one (1) electronic copy. **All plans are required to be sealed, signed and dated by professionals licensed in the state of Tennessee and in accordance with state law and City of Franklin requirements.		
<b>Required Information</b>		
1	Application form and fee submitted to the Department of Planning and Sustainability	
2	Pre-application Form from the Pre-application Conference	
3	Proposed or existing subdivision name	
4	Revision number	
5	The names and addresses of all individual parties, officers, directors and/or beneficial owners and subdividers holding more than a five-percent interest in the project shall be listed where the land owner or subdivider is a partnership, corporation or other business venture	
6	Names, addresses, telephone numbers, fax numbers, and seals of all professionals participating in the development application process	
7	The project name and the city's project identification number on each page (assigned following initial submittal)	
8	All information determined to be necessary by the Department of Planning and Sustainability	
<b>Vicinity Map</b>		
9	Date	
10	North Arrow	
11	Corporate limits (if within ½ mile of site)	
12	Site location	
13	Tax map, group, and parcel number(s) of site	
14	Existing streets and street names within ½ mile of site	
<b>Final Plat</b>		
15	Name of development and all individual neighborhoods within subdivision (if applicable)	
16	Revision number and all other resubdivision indicators	
17	North Arrow	
18	Closure error	
19	City, County, Civil District, and Date	
20	Total acres in the subdivision to the nearest hundredth, and the existing map, group and parcel numbers from which the subdivision, resubdivision, or revision will be created.	
21	Existing base and overlay zoning district classifications	
22	All character area overlay and special area classifications	
23	Setbacks; however, building envelopes shall NOT be shown	
24	Survey, sealed by a professional land surveyor, that includes all boundaries, angles, bearings, and calls	
25	Boundary lines of properties adjoining, but not a part of the subdivision, shown with dashed lines	
26	Adjoining property owners and/or subdivisions	
27	Lengths of the boundaries of the subdivision, measured to the nearest foot and decimals, with calls.	
28	The lengths of all lines dimensioned in feet and decimals to the nearest hundredth of a foot.	
29	Square feet and acreage of each lot to the nearest hundredth.	
30	Total number of lots and lot numbers.	
31	The values of all true bearings and angles dimensioned in degrees and minutes	

## FINAL PLAT CHECKLIST

\*Submittals should include ten (10) paper copies of the listed items and one (1) electronic copy.

\*\*All plans are required to be sealed, signed and dated by professionals licensed in the state of Tennessee and in accordance with state law and City of Franklin requirements.

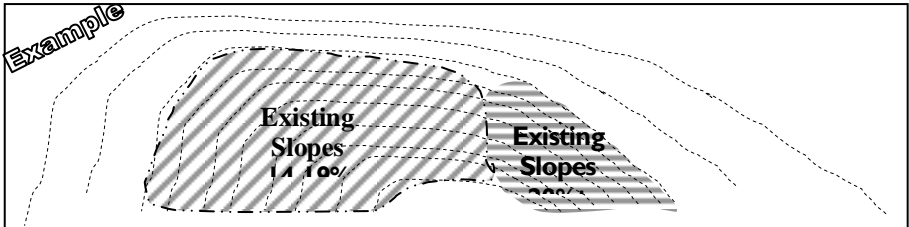
32	Street and alley rights-of-way widths, classification, and names within the proposed project	
33	Connections to existing and proposed streets (including street classification) located outside the development	
34	Sidewalk locations	
35	At all temporary turnarounds, a sign shall be placed stating, "Street to be extended by authority of the City of Franklin."	
36	Acres and linear footage totals of new streets	
37	Linear feet of new streets	
38	Existing buildings	
39	Proposed street light location, metering points and note indicating "All street light locations and quantities are approximate. Final positioning and quantity shall be at the direction of MTEMC."	
40	Location and description of all existing man-made structures and site features (including utilities) both above and below ground	
41	All easements (including drainage) with dimensions and designation as to type	
42	Mineral rights (if held by parties other than the owner of record)	
43	Existing and proposed utility features, including: water lines, fire hydrants, sanitary sewer, lift/pump stations, storm sewers, culverts, outfalls, ground-based utility vaults larger than 10 square feet, or water towers	
44	Underground Utility Note: "Within new developments and for off-site lines constructed as a result of, or to provide service to, the new development, all utilities (including cable television, electrical, natural gas, sewer, telephone, and water lines) shall be placed underground."	
45	Watercourses, conveyances, and springs (perennial only)	
46	Water bodies, including canals	
47	Floodway Boundary (including depiction of 100-year Floodplain)	
48	Floodway Fringe Boundary	
49	Common open space lots and tree protection zones	
50	Aerial photo, as a separate exhibit, depicting site boundary and areas of tree cover and location of tree protection zones	
51	Lots shall conform to all the requirements of the Franklin <i>Zoning Ordinance</i>	
52	Concrete monuments	
53	Iron pins, which shall be placed at all lot corners.	
54	Certifications, including: Certificate of Subdivision and Street Name Approval, Certificate of Ownership, Certificate of Survey, Certificate of Approval for Water and Sewer, Certificate of Approval for Streets and Drainage, Certificate of Approval for Recording	
55	A copy of the final plat, in digital format, must be submitted, with the following information: a. Use of Tennessee State plane coordinate system, Zone 5301, Fipszone 4100. b. NAD 83 datum. c. Use of feet as the unit of measure. d. Furnished in DXF or AutoCAD r14 format. FP Checklist 8 Revised 3/12/07 City of Franklin, Tennessee (most recent changes in red) e. Delivered on CD-rom, 3.5 floppy, or superdisk. The disk must be labeled per Item 6 of this checklist. f. Other information as requested by the engineering department.	
56	Electronic/PDF Submittal: With resubmittal/second submittal to the Planning Commission, a copy of the plan, in digital PDF format, must be submitted to the Department of Planning and Sustainability. The electronic file shall include all sheets of the plan combined in a single file, and be delivered on CD-rom, 3.5 floppy, superdisk, or via email. The disk must be labeled with the submittal date, project name, project number (if one has been assigned), and the applicant's name.	



# Site Plan Checklist

Contact the Department of Planning and Sustainability for the latest version of the Checklist for the different plan types.

The following checklist depicts the submittal requirements for Site Plans:

SITE PLAN CHECKLIST		
*Submittals should include ten (10) paper copies of the listed items and one (1) electronic copy.		
**All plans are required to be sealed, signed and dated by professionals licensed in the state of Tennessee and in accordance with state law and City of Franklin requirements.		
<b>A. Preliminary Information</b>		
1	Pre-application Conference Form / Project Application (shall be included with all submittals)	
2	Documentation on any modifications of standards granted with concept plan approval.	
3	Copy of the approved concept plan revised to meet conditions of approval, including the FMPC and BOMA conditions of approval on the plan. The date of the BOMA approval shall also be included.	
4	Submit a nonrefundable site plan review fee at the time the plan is submitted. NO SITE PLAN WILL BE REVIEWED UNTIL THE FEE IS PAID	
5		
6		
<b>B. General Information (Required on all applicable sheets of the submittal)</b>		
7	Cover sheet, required for all plan submittals, including the applicable information listed below and a sheet index for all sheets included in the submittal set.	
8	Date	
9	North Arrow and graphic scale	
10	Site Location / Vicinity Map	
11	Name of Proposed development	
12	City of Franklin Project number	
13	Contact information for professional(s) preparing the plans	
14	All plans sealed, signed and dated by Tennessee licensed professional(s)	
15	The applicant shall provide any additional information, as determined by the City Staff, that will be necessary to obtain a adequate review by the City staff and the FMPC.	
16		
17		
<b>C. Existing Conditions Plan</b>		
18	Existing topography showing vertical intervals at two (2) feet, except that, in areas where existing slopes exceed ten (10) percent, contour intervals shall be ten (10) feet.	
19	Geologic formations, including: rock outcrops, cliffs, karst topography, including geological formations or structures; watercourses; water bodies; marshes; existing streets and railroads; and existing utility easements shall be shown. Soils map, based upon data from the United States Soil Conservation Service, or other acceptable standards.	
20	<p>Natural or man-made slopes of 14% to 19.99%. Existing natural slopes ranging between fourteen (14) and nineteen (19) percent, and slopes twenty (20) percent or greater, shall be graphically indicated and labeled. Development on natural slopes of twenty (20) percent or greater is prohibited.</p> 	

### SITE PLAN CHECKLIST

\*Submittals should include ten (10) paper copies of the listed items and one (1) electronic copy.

\*\*All plans are required to be sealed, signed and dated by professionals licensed in the state of Tennessee and in accordance with state law and City of Franklin requirements.

21	Hillside/Hillcrest Overlay District and associated 500-foot buffer location and limits	
22	Watercourses, conveyances, springs (perennial only), Water bodies, Floodway Fringe Boundary. Floodway (FV) and Floodway Fringe (FF) boundaries, wetlands, and drainage basin where the site is located.	
23	Most-recent aerial photo (or comparable document) depicting existing tree canopy cover and percent of site under existing tree cover. Show and label areas of existing vegetation with the % of canopy cover of each area.	
24	Acreage and square footage of the site to include total acreage of all uses, total acreage of each use and acreage of each section.	
25	All base and overlay zoning districts including character areas within 500' of site	
26	Identify development area standards for the site and adjacent parcels (Traditional or Conventional)	
27	Parcel boundaries of all parcels adjacent to the site and within 500' of site shall be shown with United States Geological Survey contours.	
28	Name, address, telephone, and e-mail address of land owner	
29	Names of all subdivisions and land owners owning lots adjacent to the site	
30	Planned road network (including street names if available) within 1,500' of site (as indicated on the Franklin Major Thoroughfare Plan). Street classification of each street within or adjacent to the development in accordance with intended use based on design, such as local, collector or arterial, which shall be shown within parentheses next to the existing and proposed street names, including total trip generation projected for the development	
31	Existing structures and buildings, including the exact locations, dimensions, dates of construction and architectural styles of historical structures and sites, original accesses to historical structures and sites, and proposed plans for all structures, buildings and sites.	
32	Existing land uses on the site and surrounding parcels within 500' of the site	
33	Planned development within 500' of the site (consisting of approved, but not yet complete development)	
34	Railroad infrastructure and rights-of-way	
35	All easements (including drainage) with dimensions and designation as to type	
36	Mineral rights (if held by parties other than the owner of record)	
37	All historic properties within 500' of site	
38	Location and description (including date of construction and architectural style) of all historic structures or site features	
39	Location and caliper of all specimen trees	
40		
<b>E. Site Plan</b>		
41	Minimum and maximum setback or build-to lines (based on base zoning and overlay district classifications)	

## SITE PLAN CHECKLIST

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\*\*All plans are required to be sealed, signed and dated by professionals licensed in the state of Tennessee and in accordance with state law and City of Franklin requirements.

“Take Down” schedule, or table depicting how residential units or nonresidential floor space will be constructed and brought on line in multi-phase developments, see charts below (if applicable)

### LAND USE DATA

*Insert Project Name*

Development	Approval Date	RX Zoned Acres	Single Family Dwelling Units	Multi-family Dwelling Units	Total Dwelling Units	Lot Numbers Of Buildable Units	Lot Numbers Of Open Space Lots	Remaining Acres	Remaining Dwellings
Concept Plan	1/30/01	1506	1548	600	2148	**	**	**	**
Section 1	4/18/01	18.22	48	0	48	1-48	49	1487.77	2100
Section 2	7/5/01	28.35	65	0	65	53-80, 100-136	82, 90, 95	1459.43	2035
Section 3	9/21/01	17.86	30	27	57	140-183	166	1441.57	1978

Development	Approval Date	MN, ML, or MR Zoned Acres	Use	Lot Numbers Of Buildable Units	Floor Area	Lot Numbers Of Open Space Lots	F.A.R.	Remaining Acres	Remaining Square Footage
Concept Plan	1/30/01	15	Retail, Office, Apartments	**	100,000 s.f.	**	0.15	**	**
Section 4	4/18/01	5	Retail, Office	51, 52	50,000 s.f.	77	0.22	10	50,000 s.f.
Section 5	7/5/01	5	Apartments	92	0	83, 95, 97	0.00	5	50,000 s.f.
Section 6	9/21/01	5	Retail, Office	142-148	50,000 s.f.	143	0.22	0	0

42

- |    |                                                                                                                                                                                         |
|----|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 43 | Floodway Boundary and the Floodway Fringe Boundary, (100-year Floodplain) see 3.4.4. – <i>Franklin Zoning Ordinance</i>                                                                 |
| 44 | Adjoining property owners                                                                                                                                                               |
| 45 | The value of all true bearings and angles dimensioned in degrees and minutes                                                                                                            |
| 46 | Lot numbers and design (to include size) of residential (multi-family) and non-residential structures                                                                                   |
| 47 | The length of the boundaries of the site measured to the nearest one-tenth (0.1) foot                                                                                                   |
| 48 | Locations, square footages, and exterior dimensions of all existing buildings and above-ground habitable structures                                                                     |
| 49 | Locations, square footages, and exterior dimensions of all proposed buildings and habitable structures                                                                                  |
| 50 | All easements, including dimensions and type (e.g., drainage, access, public utility, etc.)                                                                                             |
| 51 | Location, width, and classification of all existing and proposed streets                                                                                                                |
| 52 | Location, width, and materials of all sidewalks, trails, and paths (including connections to the public sidewalk system and adjacent developments)                                      |
| 53 | Where common solid waste storage is required, the location of dumpster pads, dumpster pad details, screen walls, and screen gates, in conformance with sanitation department standards. |
| 54 | Location, and height of all fences, walls, and retaining walls                                                                                                                          |
| 55 | Location, arrangement, and dimensions of vehicular entrances, exits and parking lot aisles (including Primary Drive Aisles)                                                             |
| 56 | Pedestrian walkways, paths, entrances, ramps, crossings, and handicapped parking areas                                                                                                  |

## SITE PLAN CHECKLIST

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57	Location and number of bicycle parking facilities	
58	Pervious and impervious parking spaces (including dimensions)	
59	Fire lanes and areas of parking prohibition	
60	Location and number of all stacking spaces	
61	Location and size of all loading zones	
62	Locations and dimensions for all cross-access ways between parking lots serving different uses	
<b>F. Grading Plan</b> (see Engineering and Landscape comments pertaining to these items)		
63	Critical Lot Plan	
64	Limits of disturbance	
65	Existing and proposed utilities	
66	Siltation fences and erosion control devices	
67	Tree protection zones and fencing	
68	Notation indicating: "All tree protection fencing shall be installed and inspected prior to issuance of a Grading Permit and shall be maintained in good working order until all construction activity is completed. Any required erosion control measures shall be placed outside of any tree protection fencing."	
69	Existing and proposed land contours showing vertical intervals no greater than two (2) feet.	
<b>G. Drainage Plan</b> (see Engineering comments pertaining to these items)		
70	Existing and proposed locations, types and sizes of drainage structures. Any special items, such as retention facilities, shall be included, along with calculations. A description of operation and maintenance procedures to control stormwater runoff shall be included in the drainage plan.	
71	Drainage calculations shall be submitted that will demonstrate that the development will be designed, operated and maintained so that the rate of stormwater runoff after development will be no greater than that which existed prior to development of the site.	
72	A statement by the applicant shall be submitted as to how the prevention of downstream siltation during construction will be assured, pursuant to Section 5.8.3 of the <i>Franklin Zoning Ordinance and the Stormwater Management Ordinance</i> .	
<b>H. Erosion Prevention and Sediment Control Plan</b> (see Engineering comments pertaining to these items)		
73		
<b>I. Stormwater Management Plan</b> (see Engineering comments pertaining to these items)		
74		
<b>J. Utility Plan</b> (see Engineering comments pertaining to these items)		
75	Existing and proposed locations, types, and sizes of all water lines, fire hydrants, sanitary sewer lines, re-purified water systems, storm sewers, culverts, street improvements, sidewalks and any other utilities affected by the site.	
76	All site plans shall contain the following note: "Within new developments and for off-site lines constructed as a result of, or to provide service to, the new development, all utilities, such as cable television, electrical (excluding transformers), gas, sewer, telephone and water lines shall be placed underground." Light Industrial (LI) and Heavy Industrial (HI) Districts shall be permitted to have their off-site lines overhead.	
<b>K. Landscape/Open Space Plan</b> (see the "Landscape Checklist" and comments pertaining to these items)		
77	Signature, date, and seal by a Tennessee Licensed Landscape Architect	
78	Open space resources, including phasing and designation of formal and informal areas. Whenever open space is required, the following items shall be shown and labeled: (a) The limits of the area shall be clearly identified on the landscape plan and site layout, with any improvements clearly labeled. (b) Documentation shall be provided for any stormwater device counted toward open space requirements. (c) Details of the improvements, such as fountains, walls, public art, benches, etc. shall be provided. (d) The open space take down chart shall be provided on the site layout and landscape plan	
79		
80		
81		
<b>L. Architectural Plan</b> (required for all residential and non-residential site plans)		

## SITE PLAN CHECKLIST

\*Submittals should include ten (10) paper copies of the listed items and one (1) electronic copy.

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82	Elevation for each building side facing a street, public open space, or public building (For multi-family and non-residential, elevations shall be provided for all sides of the building(s) with a scale shown on the plan.																			
83	<p>Description of the type of material(s) used on each façade elevation included in chart form with percentages of each material listed.</p> <div style="text-align: center;"> <table border="1" style="margin: auto;"> <caption>West/Cool Springs Boulevard Elevation</caption> <thead> <tr> <th></th> <th>Surface Area</th> <th>Percent of Net*</th> </tr> </thead> <tbody> <tr> <td>Gross of Wall</td> <td>2,968</td> <td>N/A</td> </tr> <tr> <td>Net* of Wall</td> <td>2,743</td> <td>N/A</td> </tr> <tr> <td>Net* EIFS</td> <td>133</td> <td>4%</td> </tr> <tr> <td>Net* Brick</td> <td>1,734</td> <td>64%</td> </tr> <tr> <td>Net* Split-face Block (integrally stained)</td> <td>876</td> <td>32%</td> </tr> </tbody> </table> <p style="font-size: small;">* Excludes roof forms, windows, doors, awnings, and similar features.</p> </div>		Surface Area	Percent of Net*	Gross of Wall	2,968	N/A	Net* of Wall	2,743	N/A	Net* EIFS	133	4%	Net* Brick	1,734	64%	Net* Split-face Block (integrally stained)	876	32%	
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Net* Split-face Block (integrally stained)	876	32%																		
84	Typical square footage of each dwelling unit type shown (for residential).																			
85	Materials board demonstrating material and color of all primary and accent building materials (if required by pre-application form)																			
86	<p>The location of any rooftop units shall be shown and labeled on the elevation(s), including the information in the box below and completed as applicable to this development.</p> <div style="text-align: center;"> <div style="border: 1px solid black; padding: 5px; margin-top: 10px; width: fit-content;"> <p>HVAC Units, cooling and/or mechanical units are located on the:</p> <p><input checked="" type="checkbox"/> Rooftop</p> <p><input type="checkbox"/> Ground</p> <p><input type="checkbox"/> None Provided</p> </div> </div>																			
87	A note shall be provided on each sheet of the elevation(s): "These elevations have been designed to meet the requirements of the City of Franklin's architectural design standards and the approval of the Planning Commission/City of Franklin. Changes shall not be made to the approved elevations unless approved by either the Codes Director or the Planning Commission.																			
<b>M. Lighting Plan</b>																				
88	Location, type, and height of all lighting (including street lights)																			

## SITE PLAN CHECKLIST

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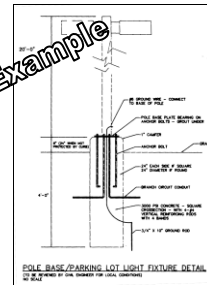
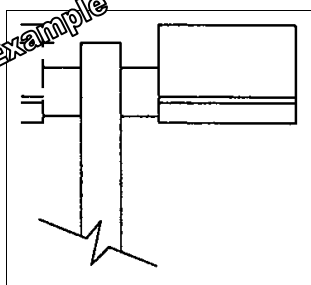
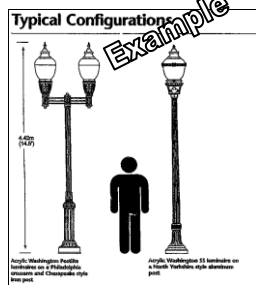
The following chart shall be provided on all Lighting Plan sheets:

### SITE LIGHTING DATA

Development Standard: *Traditional or Conventional*  
 Land Use: *Residential or Nonresidential*  
 Zoning District: *General Commercial (GC)*  
 Height of Proposed/Existing Building:  
 Pole Height:  
 Pole/Fixture Color:  
 Color of Light:

THIS LIGHTING PLAN HAS BEEN DESIGNED TO MEET THE CITY OF FRANKLIN STANDARDS AND THE APPROVAL OF THE PLANNING COMMISSION/CITY OF FRANKLIN. CHANGES SHALL NOT BE MADE TO THE APPROVED LIGHTING PLAN UNLESS APPROVED BY EITHER THE RELEVANT DEPARTMENT SUPERINTENDENT OR THE PLANNING COMMISSION.

Details on colors and materials for all lighting fixtures



Grid or photometric diagram showing maximum illumination values at grade and uniformity ratios to all boundaries of the development. Light intensity is to be measured in footcandles and shall be extended until 0.0 footcandles is maintained (for nonresidential only).

Maximum average illumination in parking lots (for nonresidential and multi-family only).

Lighting shall comply with the following requirements (Table 5-13, *Franklin Zoning Ordinance*):

### MINIMUM AND MAXIMUM ILLUMINATION VALUES (IN FOOTCANDLES)

Use	Minimum light levels in Parking Lots	Maximum Average Illumination in Parking Lots	Maximum Illumination at Property Line (excluding rights-of-way)	Maximum Illumination at Right-of-Way
Agricultural Uses	None	2.5	1.0	2.0
Residential Uses	0.2	1.0	1.0	1.0
Commercial, Retail, Office, Industrial, Mixed-uses, and Institutional (including athletic fields) Uses	0.2	2.5	1.0	2.0

The following note shall be included regarding the location of proposed lighting: "Street light locations and quantities are approximate. Final positioning and quantity shall be at the direction of MTEMC."



### SITE PLAN CHECKLIST

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#### N. Miscellaneous Items

95	<p>Restrictive covenants, grants of easements or other restrictions in final form and suitable for recording in the Register's Office shall be submitted with the site plan. To be complaint with the <i>Franklin Zoning Ordinance</i>, the restrictive covenants shall address the following:</p> <ul style="list-style-type: none"><li>a) Architectural standards that match verbatim the standards outlined in the residential section of the <i>Franklin Zoning Ordinance</i>. The homeowners association's architectural review board shall work from these standards.</li><li>b) Identify who is responsible for maintenance/replacement of street trees. Maintenance/replacement shall be the responsibility of the homeowners association or the individual property owner, not the City of Franklin.</li><li>c) Alley-design and use issues, such as parking aprons, parking prohibition, utility service, mail service, and solid waste collection, shall be addressed.</li></ul>	
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# Landscape Plan Checklist

Contact the Department of Planning and Sustainability for the latest version of the Checklist for the different plan types.

The following checklist depicts the submittal requirements for the Tree Preservation and Landscape Plans required as part of the Site Plan submittal process:

## SITE PLAN STAGE

\*Submittals should include ten (10) paper copies of the listed items and one (1) electronic copy.

\*\*All plans are required to be sealed, signed and dated by professionals licensed in the state of Tennessee and in accordance with state law and City of Franklin requirements.

### A. Preliminary Information (as indicated on the Site Plan Checklist)

1	Documentation on any modifications of standards granted with concept plan or regulating plan approvals.	
2	Copy of the approved concept plan revised to meet conditions of approval and including the FMPC and BOMA conditions of approval on the plan. The date of the BOMA approval shall also be included.	
3	Conceptual regulating section plan if more than one regulating plan is to be submitted. Take down charts shall be provided for the land use data and open space requirements when multiple sections are proposed.	

### B. General Information (Required on all applicable sheets of the submittal) Legibility is of primary concern.

4	Cover sheet, required for all plan submittals, including the applicable information listed below and a sheet index for all sheets included in the submittal set.	
5	Submittal Date	
6	North Arrow and graphic scale (Scaled plans are required.)	
7	Site Location / Vicinity Map with site location identified and labeled.	
8	Name of Proposed development	
9	City of Franklin Project number	
10	Contact information for professional(s) preparing the plans and designation of the official contact	
11	All plans sealed, signed and dated by Tennessee licensed professional(s)	
12	The applicant shall provide any additional information, as determined by the City Staff, that will be necessary to obtain an adequate review by the City staff and the FMPC.	

### C. Tree Preservation Plan (All applicable items shall be shown and labeled.) Legibility is of primary concern.

13	Existing and proposed topography shall be shown and labeled.	
14	Existing physical features, including geological formations or structures; watercourses; water bodies; marshes; existing streets and railroads; existing utility easements, and mineral rights shall be shown. Soils map, based upon data from the United States Soil Conservation Service, or other acceptable standards.	
15	Hillside/Hillcrest Overlay District and associated 500-foot buffer location and limits	
16	Watercourses, conveyances, springs (perennial only), Water bodies, Floodway Fringe Boundary. Floodway (FW) and Floodway Fringe (FF) boundaries, wetlands, and drainage basin where the site is located.	
17	Most-recent aerial photo (or comparable document) depicting existing tree canopy cover and percent of site under existing tree cover. Show and label areas of existing vegetation with the % of canopy cover of each area.	
18	A tree protection fence detail shall be provided on the grading plan and the tree preservation plan. Tree preservation areas and tree fence locations shall be shown and labeled on all tree preservation, landscape, grading, stormwater and utility plans.	

19	The following note shall be added to the grading, stormwater and utility plans: All tree-protection fencing shall be in place prior to the issuance of a grading or land disturbance permit and shall be maintained in good working order until all construction activity is completed. No disturbance is permitted in a Tree Preservation area. Any required erosion control measures shall be placed outside of any tree protection fencing.	
20	Acreage and square footage of the site to include total acreage of all uses, total acreage of each use and acreage of each section.	
21	All base and overlay zoning districts including character areas within 500' of site	
22	Identify development area standards for the site and adjacent parcels (Traditional or Conventional)	
23	Parcel boundaries of all parcels adjacent to the site and within 500' of site shall be shown with United States Geological Survey contours.	
24	Name, address, telephone, and e-mail address of land owner(s).	
25	Names of all subdivisions and land owners owning lots adjacent to the site.	
26	Planned street network (including street names) within 1,500' of site (as indicated on the Franklin Major Thoroughfare Plan). Street classification of each street within or adjacent to the development shall be shown within parentheses next to the existing and proposed street names.	
27	Location and description of all existing man-made structures and site features (including utilities) both above and below ground	
28	Existing land uses on the site and surrounding parcels within 500' of the site	
29	Planned development within 500' of the site (consisting of approved, but not yet complete development)	
30	All easements (including drainage) with dimensions and designation as to type	
<b>D. Landscape Plan (Shall be submitted at the same scale and orientation as other sheets of the site plan submittal, unless otherwise approved. Legibility is of primary concern.)</b>		
31	Landscape Data Chart (See Appendix)	
32	Survey of entire project showing all boundaries, bearings, and calls	
33	Lot lines, phase lines, match lines shown and labeled.	
34	Number of residential units by use type	
35	Square footage and height of all proposed buildings.	
36	Pedestrian circulation system shown and labeled.	
37	Proposed street and alley rights-of-way widths (with names) in the proposed project. Proposed connections to existing and proposed streets located outside the development	
38	Show and label existing and proposed building footprints.	
39	Show and label existing and proposed loading / service areas. Provide required screening of these areas.	
40	Show and label the location of refuse collection areas including dumpsters, compactors and recycle bins; include the required screening of these areas. Grease recycling barrels are required to be located in the screened dumpster area.	
41	Show and label all parking areas, including parking spaces. Parking islands shall be located every 12 parking spaces and at the end of each parking bay. Parking modules shall be created in vehicular use areas (VUA) of 100 spaces and larger.	
42	Whether ground or rooftop mounted, the location of the HVAC units shall be shown and labeled on both the landscape plan and the architectural elevations. Provide required screening of HVAC.	
43	Show and label the location of existing and proposed utilities, including water and sewer lines, electrical transmission lines and ground-based utility vaults; include the required screening of these areas. Resolve all utility conflicts.	
44	Show and label Stormwater management features, including bioretention, rain gardens, detention and vegetative swales Plant material proposed to be used in conjunction with these stormwater features shall be shown, labeled and placed in a separate plant schedule. Maintenance information for the stormwater feature and the plants there in shall be included to help ensure proper long term function of these areas.	
45	All landscape strips and buffers to be shown and labeled. For example, a 50' incompatible use buffer should be shown as a 50' offset of the property line adjacent to the area requiring the buffer.	
46	Tree preservation area(s) with location of all specimen trees surveyed and inventoried (See appendix)	
47	All existing trees proposed to be used for credit toward Landscape Requirements shall be shown, labeled and inventoried	
48	Limits of development/disturbance shall be shown and labeled	

49	Existing and proposed walls shall be shown and labeled with top and bottom of wall elevations indicated.	
50	Exact locations of proposed landscape materials shall be shown on the plan. Different graphic symbols shall be used to represent the different proposed material.	
51	Show and label foundation planting, if required, along the primary building facade	
52	Provide required City Landscape notes and Plant Quality notes on the plans (See appendix)	
53	Provide LF of street frontage for determination of street tree requirements. Exact locations of existing and proposed street trees within the limits of the site plan or within rights-of-way contiguous to the site shall be shown and labeled. Proposed street trees to be clustered or not located in the required street tree lawn shall be labeled / identified as street trees. Street trees located in the tree lawn are required to have a root barrier installed adjacent to the sidewalk. Root barrier details shall be provided.	
54	Show and label sight triangles at all street intersections and drive / street intersections.	
55	Show all existing and proposed signage for sign visibility determination. Show sign visibility determination.	
56	Show that the required plant diversity has been met. (See appendix)	
57	Show and label Incompatible use buffer, if required. Buffer charts shall be provided. (See appendix)	
58	Show and label all existing and proposed fire hydrants. The required 3' clear zone around each hydrant shall be indicated.	
59	Show and label construction staging areas.	
60	Show and label 'construction wash out area(s)'	
61	Tree-protection fencing shall be shown and labeled on the plans whenever existing healthy trees, whether on-site or off-site, are to be preserved. Tree fence is required to be installed, at one foot per inch DBH of preserved trees, or at a minimum, ten feet from the tree trunk, which ever is greater.	
62	Tree Protection sign detail. Signs shall be installed on the tree protection fence visible on all sides of the fenced-in area at a rate of at least one sign for every 150 linear feet. The size of each sign must be a minimum of two feet by two feet and shall contain the following language in English and Spanish: "TREE PROTECTION ZONE: KEEP OUT. ZONA DE LA PROTECCION DEL ARBOL. NO SE PERMITE ENTRAR".	
63	Provide required tree protection fence details. Protection details shall include the required trenching provision outside of the tree fence. (The removal of trees adjacent to tree save areas can cause inadvertent damage to the protected trees. Prior to clearing activities, trenches with a minimum width of one-and-one-half inches and a minimum depth of 30 inches shall be cut along the limits of land disturbance, so as to cut, rather than tear tree roots.) Tree fence is required to be chain link fence, a minimum of four feet in height and installed, at one foot per inch DBH of preserved trees, or at a minimum, ten feet from the tree trunk, which ever is greater.	
64	Tree and shrub planting details shall be included on the plans. Details shall show the proper way to plant required material. Planting details shall show that the mulch around any proposed trees shall be a minimum of six inches from the trunk of the trees. Deep planting and mulch volcanoes shall not be allowed. Details shall also reflect that all trees shall be set such that the top of the main order roots (the root/trunk flare) shall be visible and shall be no lower than two inches below the adjacent existing grade. Details shall show no wrapping of trees and no staking and guying of the trees or the following note shall be added in a prominent location: "All tree stakes and guys shall be regularly monitored to ensure there are no detrimental effects to the tree. All tree wrap, stakes and guys shall be removed no later than one growing season after planting."	
65	A Plant Schedule shall be provided for the proposed landscape materials. Specify names (Latin, common and cultivar), types (canopy tree, understory tree or shrub), quantities, sizes, spacing, and if the proposed material is evergreen or deciduous. A separate Plant Schedule shall be provided for any trees provided to meet the Specimen Tree Replacement Requirements. (See appendix) A separate plant schedule shall be provided for each individual sheet showing proposed landscape material. When plant schedules are provided for each individual sheet, a master plant schedule shall also be provided. (See appendix for a list of approved plant material. Installation of material not on the approved list shall require approval prior to specification and/or installation.)	
66	Open space resources, including phasing and designation of formal and informal areas. Whenever open space is required, the following items shall be shown and labeled: (a) The limits of the area shall be clearly identified on the landscape plan and site layout, with any improvements clearly labeled. (b) Documentation shall be provided for any stormwater device proposed to be counted toward open space requirements. (c) Details of the improvements, such as trails, decorative paving, fountains, walls, public art, benches, gazebos, etc. shall be provided. (d) The open space take down chart shall be provided on the site layout and landscape plan	

67	Proposed park land dedication, if required, shall be shown, labeled and calculations provided. Include existing condition plan of proposed park site. If off site, also provide site location map. <b>(Unless payment-in-lieu proposal has been accepted. Payment-in-lieu note shall be added to the landscape plans.)</b>	
68	The location of existing and proposed light poles shall be shown and labeled, as shown on the lighting plan. Light pole location shall yield to any required landscaping. Plan shall resolve all tree / parking lot lighting conflicts.	
69	Bicycle Parking shown and labeled. Include details and/or specifications on proposed bike rack(s).	
<b>E. Supporting Studies and Information</b>		
70	Arborist Report and recommendations	
71	<p>Restrictive covenants, grants of easements or other restrictions in final form and suitable for recording in the Register's Office shall be submitted with the site plan. To facilitate compliance with the <i>Zoning Ordinance</i>, the restrictive covenants shall address the following:</p> <ul style="list-style-type: none"> <li>(a) Architectural standards that match verbatim the standards outlined in the residential section of the <i>Zoning Ordinance</i>. The homeowners association's architectural review board shall work from these standards.</li> <li>(b) Identify who is responsible for maintenance/replacement of street trees. Maintenance/replacement shall be the responsibility of the homeowners association or the individual property owner, not the City of Franklin. Acknowledge that street trees shall be maintained according to the Franklin Municipal Code, Title Two, Chapter Two Guidelines for the Management of Trees on Public Property.</li> <li>(c) Alley-design and use issues, such as parking aprons, parking prohibition, utility service, mail service, and solid waste collection, shall be addressed.</li> </ul>	
72	If the applicant is requesting permission to make a payment-in-lieu to the tree bank in partial landscape compliance, a note shall be added to the plans stating this request. This request shall also be detailed in the required revision letter. All tree bank donations, payment-in-lieu, are required to be provided prior to the issuance of a building permit.	